

## **Post Assignment- Jonas Fellner**

### **E-Learning course:**

### ***Tasks for „Steps of report preparation”***

**Learning goals (content):** After this learning session, the students *know the different steps of the process and also have knowledge about the tool BPMN 2.0.. The use this digital as an alternative learning method.*

**Task:** Modelling the process of the different steps in the report preparation

*Please model the process of report preparation with the given information and highlight the individual phases and steps. For this task, please use the free online tool BPMN 2.0. (<https://bpmn.io> ).*

### **Story:**

*Škoda Auto a.s. publishes its sustainability report every second year. Libor Boček and Petra Rafert, part of the department of strategy monitoring of Skoda and responsible for the publication, plan the preparation of the sustainability report. They have 6 months to make all the preparations and publish the final result.*

*Petra suggests dividing the process of preparing the sustainability report can be into four phases: “First Text (3 months)”, “First Draft (1 month)”, “Second Draft (1 month)” and “Translation and Publication (1 month)”.*

*First of all, the department of strategy monitoring selects the external agency (Starting event) and preparing the kick-off meeting, which takes place as an intermediate event afterwards.*

*The external consultants are clarifying the information requests based on ESRS and all the other departments are preparing the requested information.*

*After this step the external consultants are checking/ verifying information together with strategy department and all the other departments are releasing the information used.*

*Then the first text is finished by the external consultant and the first phase is done.*

After that the second phase “First draft” starts. The department managers of the other departments are approving the information and are looking for consistency. Afterwards the first graphical version is created by the external consultants, which are also looking at the CI.

The communication/ marketing department is approving the first graphical form and then the First Draft is finished. This phase lasts a total of about one month.

The phase of the “Second Draft” will last for about one month. During this time, many departments are working in parallel to develop the Second Draft.

The communication/ marketing department and the board of directors are checking the final version and making final improvements.

At the same time the other departments are adjusting the information if it is necessary, and the external consultants are adjusting the graphical version.

Now the Second Draft is finished.

The last phase “Translation and Publication” will also last for about one month.

The External consultants are translating the Second Draft from English to Czech and then the department of strategy monitoring is checking for language consistency with English.

To finish the process the communication/ marketing department is preparing the press release and publishing the final report. As an End-Event the “Final Report” got published.

## Solution:

- Created with BPMN 2.0:

