

Screenshots

YaSM® Process Map

## The YaSM® Process Map for the ARIS Process Platform™

Examples and overview of contents





<b>YaSM processes</b>	<b>Page 3</b>
Overview and flowchart diagrams in three levels of detail	Page 3
Process structure	Page 7
<b>YaSM documents and records (“YaSM data objects”)</b>	<b>Page 11</b>
Overview of the YaSM data objects	Page 12
YaSM data object model	Page 13
Object lifecycle diagrams	Page 14
YaSM checklists/ document templates	Page 15
<b>RACI matrix</b>	<b>Page 16</b>

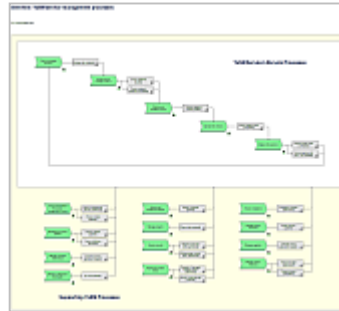
For more information on the YaSM® Process Map please visit [yasm.com](https://yasm.com).



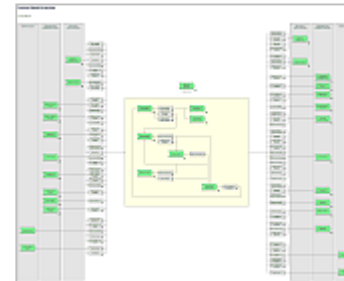
The core of the YaSM® Process Map is a set of process diagrams in three levels of detail

- The top-level diagram (level 1) presents an overview of the YaSM processes.
- 19 overview diagrams on detail level 2 show for each YaSM main process how it is related to the other main processes and what sub-processes it contains.
- On detail level 3, 105 EPC (event-driven process chain) diagrams provide a detailed account of the process activities and the process interfaces.
- Hyperlinks (in ARIS™ referred to as “assignments”) make it easy to navigate in the process model: Going down to a more detailed view or moving up to a higher-level diagram takes only a mouse-click.

The following pages contain vector graphics - to see the process models in detail use your PDF viewer's zoom function.



**Level 1:**  
**Overview of YaSM  
service management  
processes**



**Level 2:**  
**YaSM main processes**



**Level 3: YaSM sub-processes  
(EPC models)**

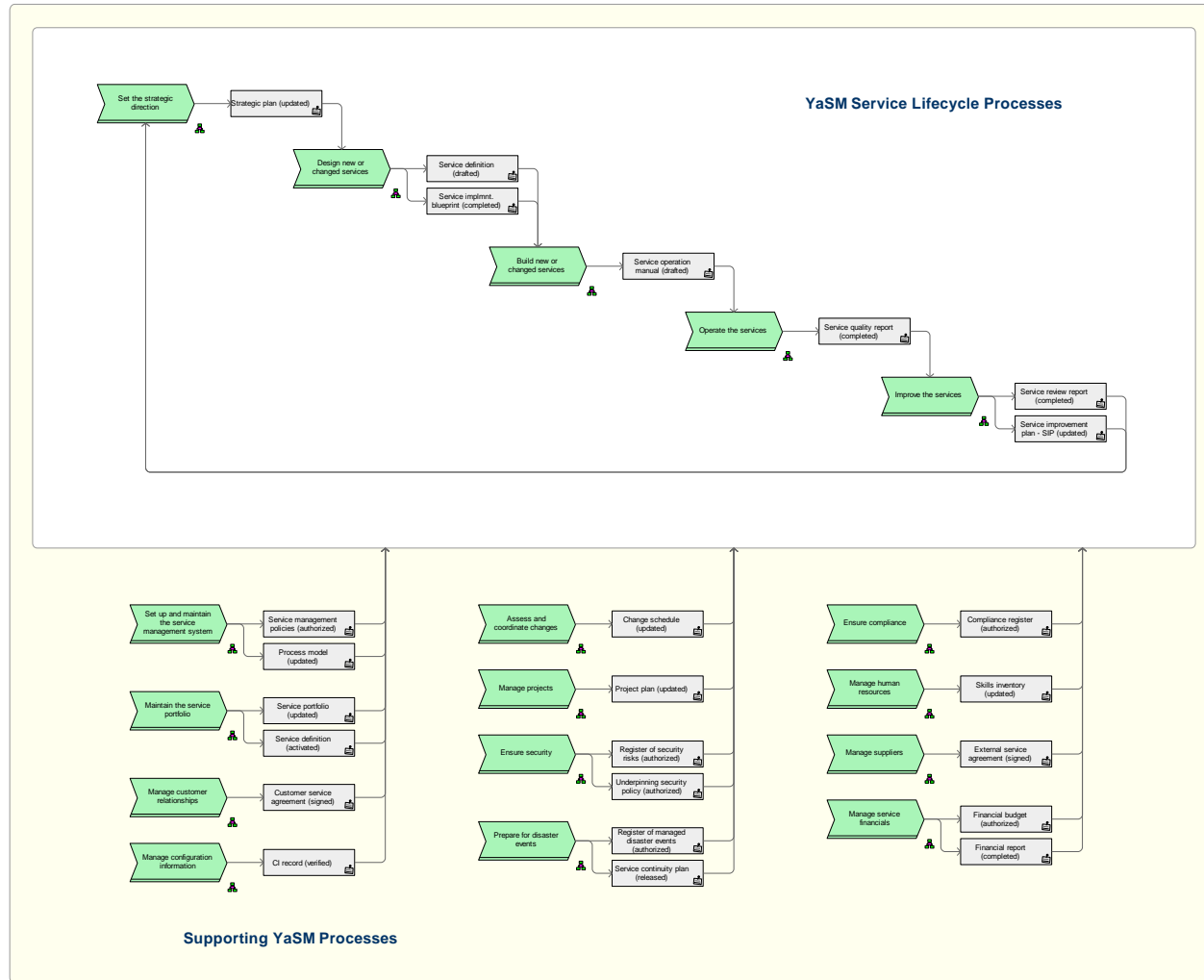
# Detail level 1: YaSM service management processes



## Overview: YaSM service management processes

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Zoom in using your PDF viewer's zoom function!



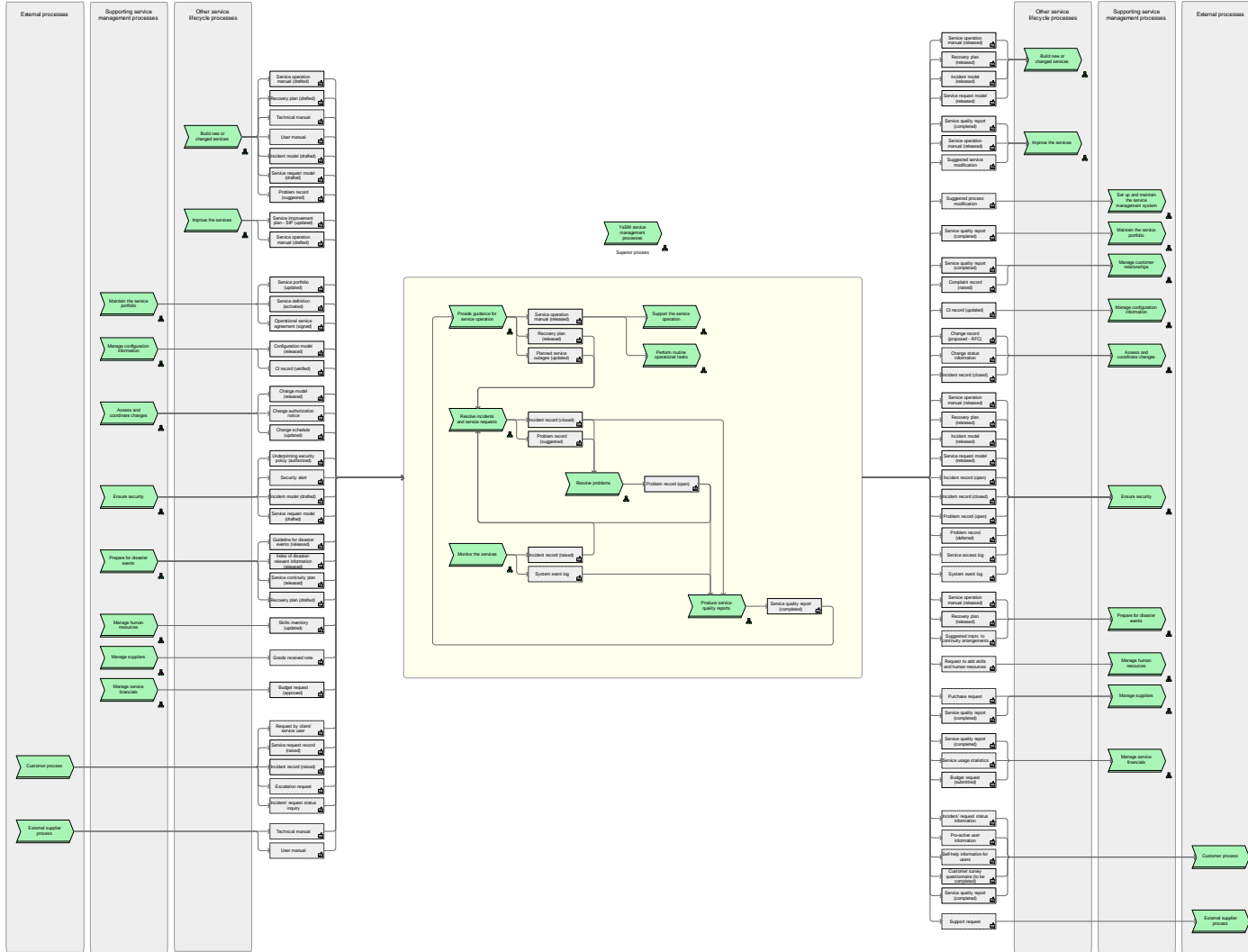
High-level view of the YaSM service management processes.

# Detail level 2: "Operate the services"



## Overview: Operate the services

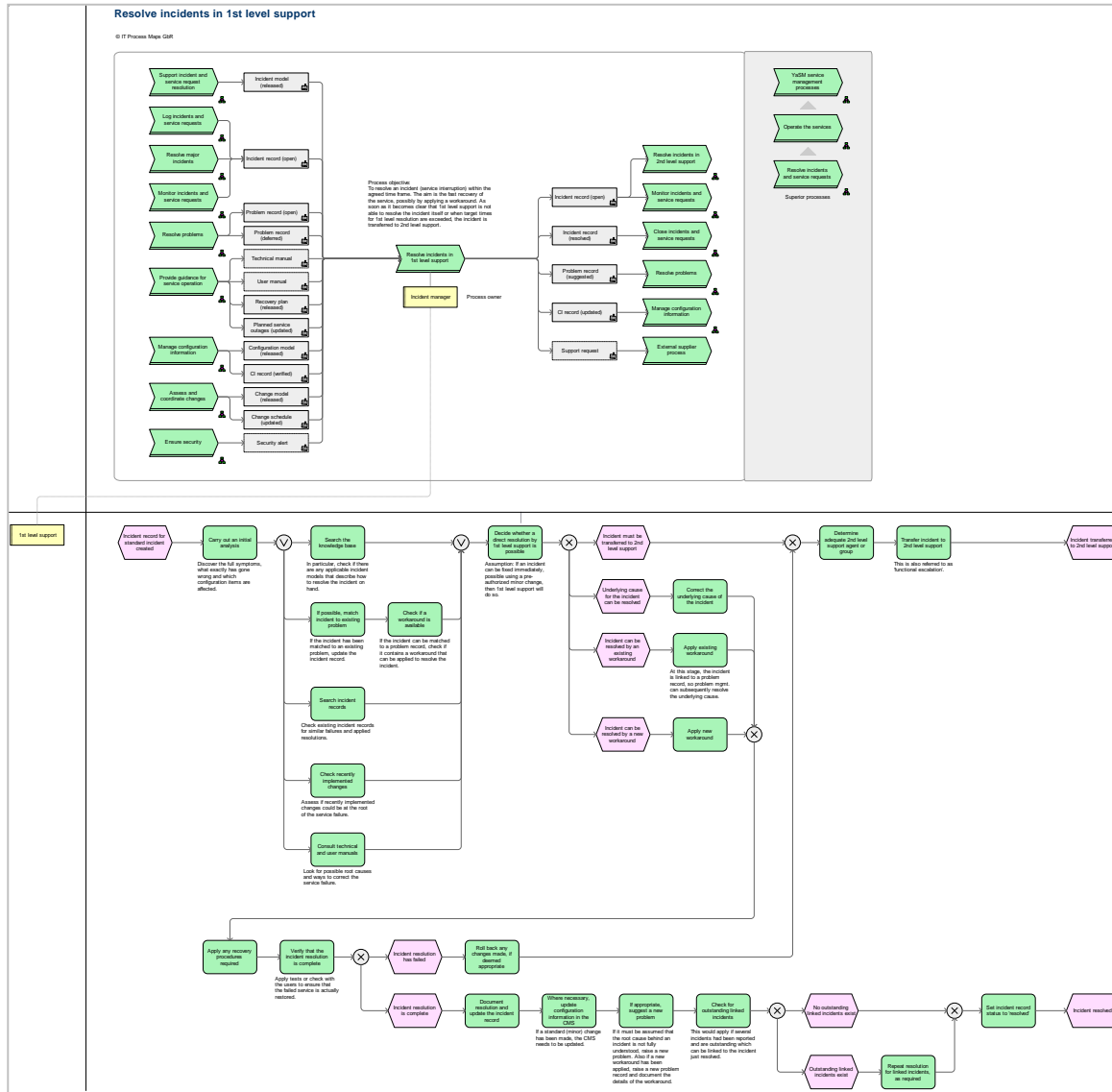
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Zoom in using your PDF viewer's zoom function!

YaSM main processes. There are 19 process models of this type on detail level 2.

# Detail level 3: "Resolve incidents in 1st level support"



Zoom in using your PDF viewer's zoom function!

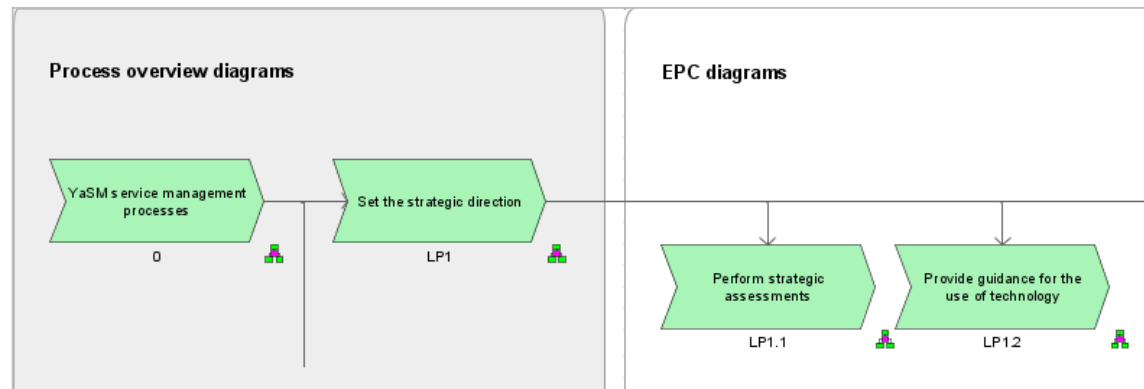
YaSM sub-processes. There are 105 EPC process models of this type on detail level 3.



The YaSM® Process Map offers complete coverage of the YaSM service management processes.

- The following pages provide a complete view of the process hierarchy contained in the YaSM® Process Map.
- Each of the processes on detail levels 1 and 2 is represented by a process overview diagram (see example on page 5).
- Each sub-process on detail level 3 is represented by an EPC diagram with a detailed account of the process activities and interfaces (see example on page 6).

## Detail: Process structure



Processes on detail levels 1 and 2 linked to process overview diagrams.

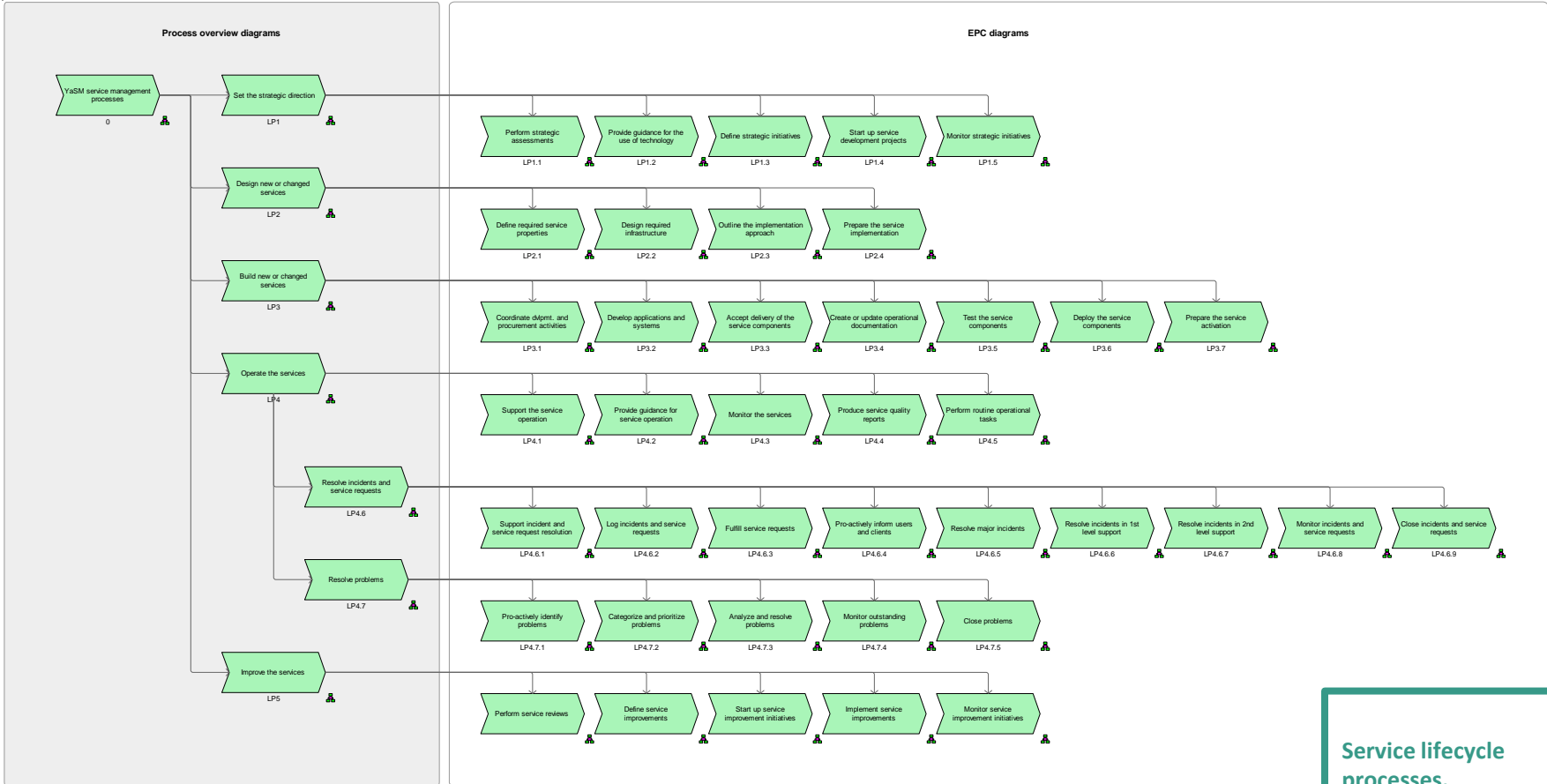
Sub-processes (detail level 3) linked to EPC diagrams.

The following pages contain vector graphics – to see the process models in detail use your PDF viewer's zoom function.

# YaSM process structure: Service lifecycle processes



Zoom in using your PDF viewer's zoom function!

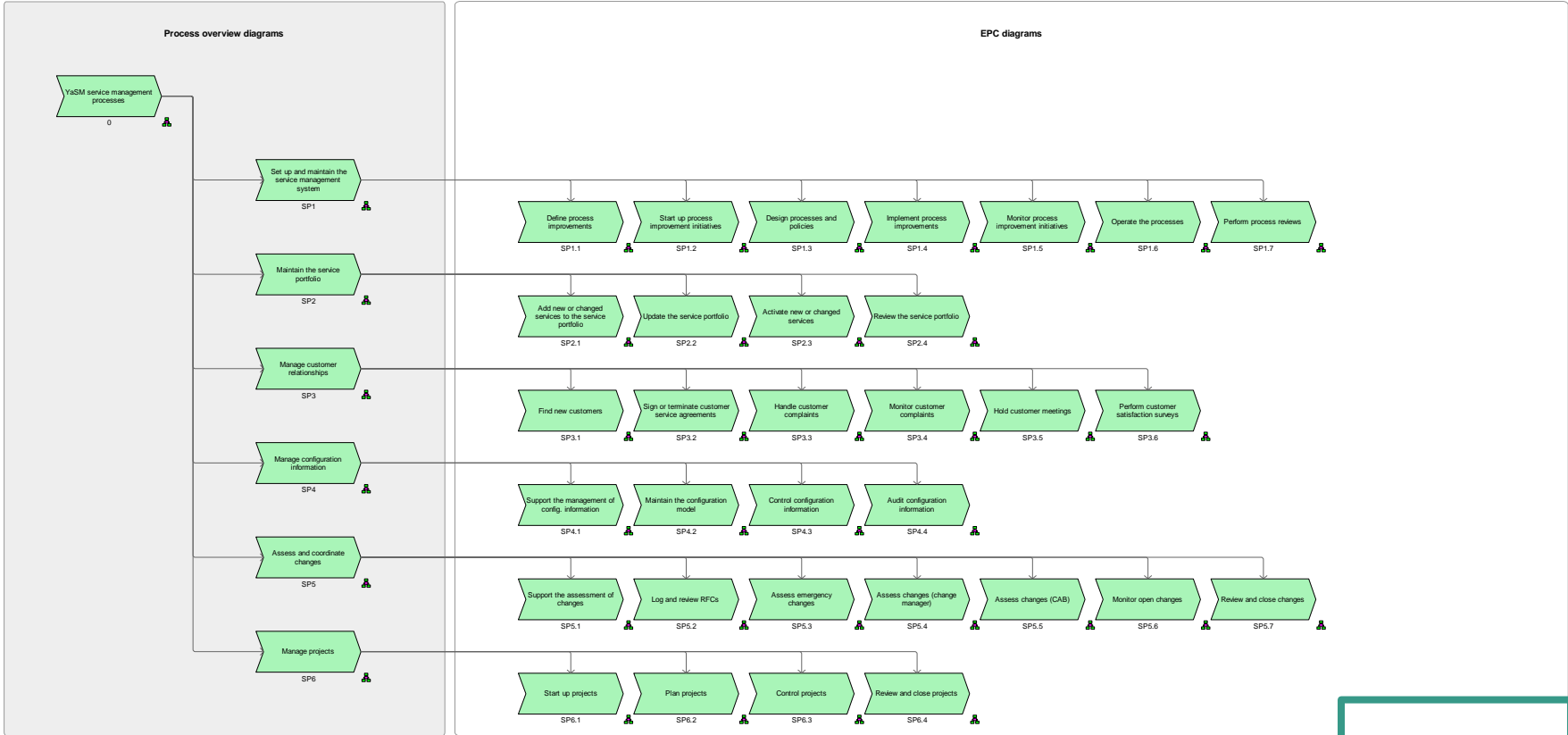


Service lifecycle processes.





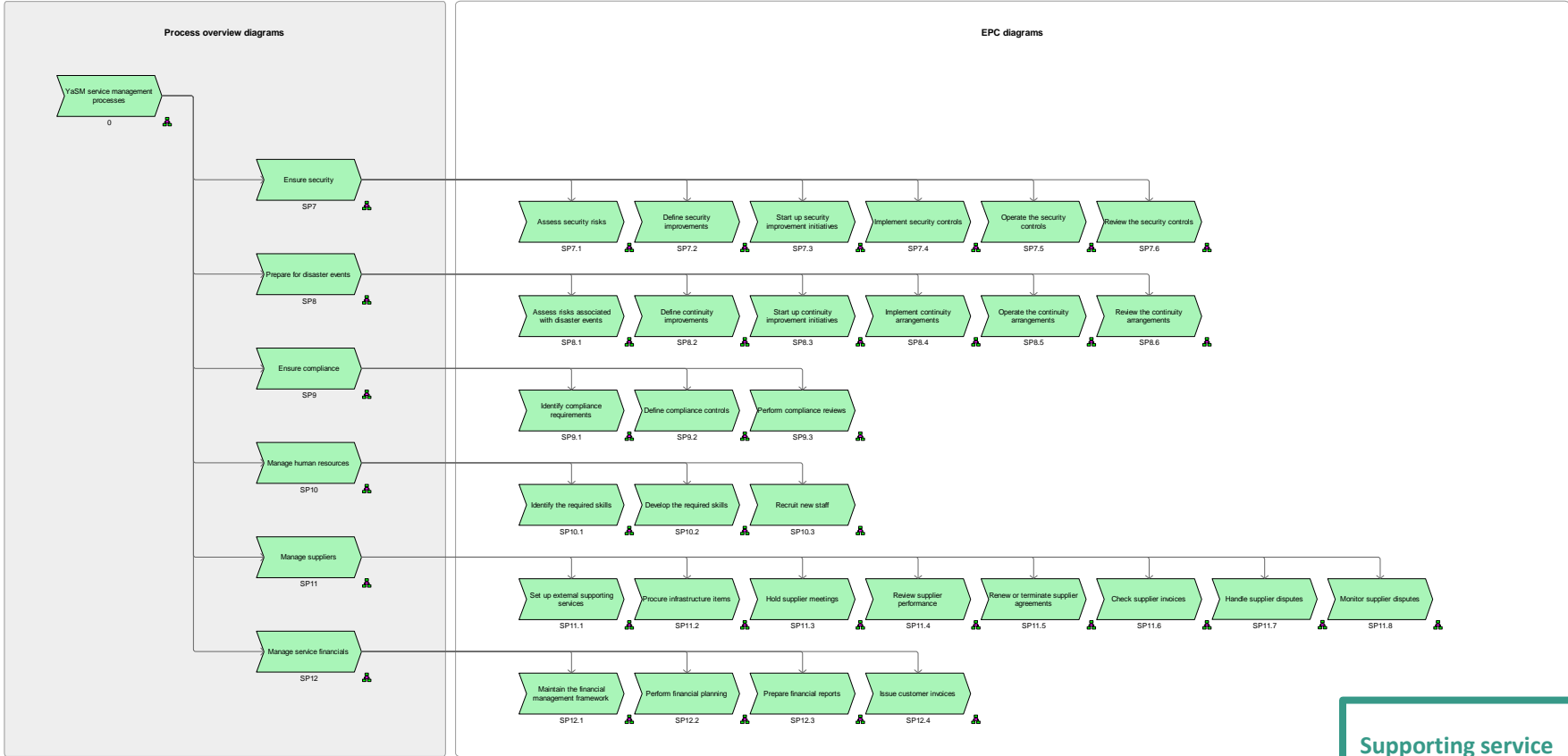
Zoom in using your PDF viewer's zoom function!



Supporting service management processes [1/2]



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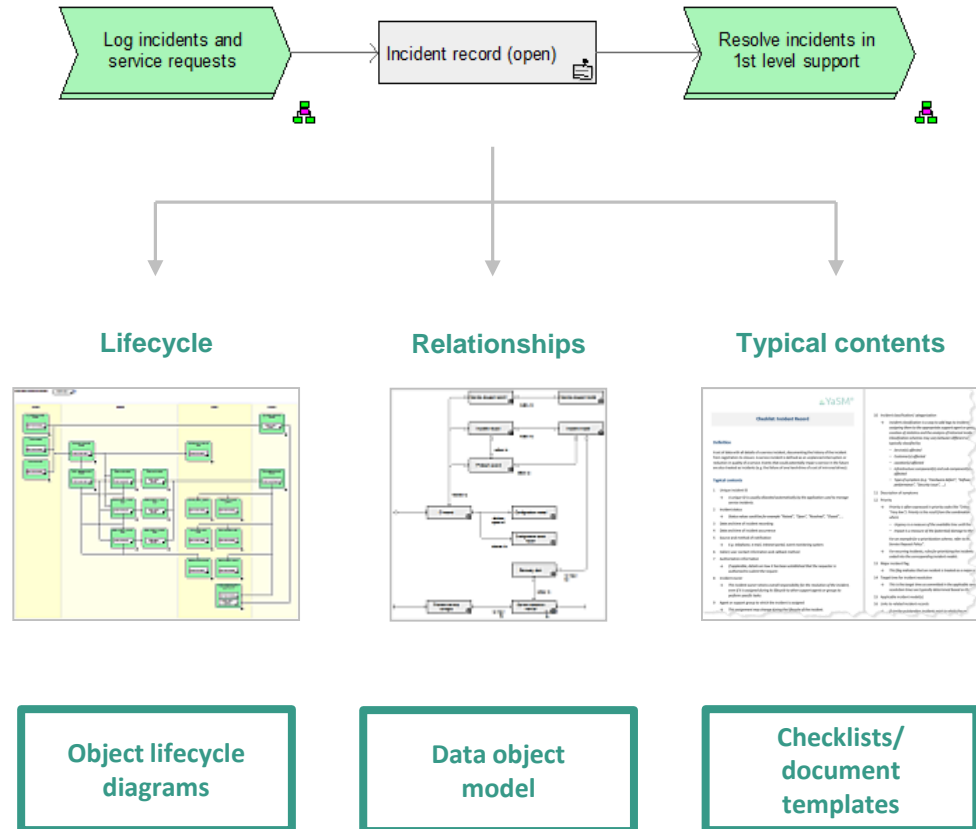


Supporting service management processes [2/2]



The YaSM processes require inputs and create outputs, typically in the form of documents or records.

- These documents and records are represented in the YaSM® Process Map as “YaSM data object” shapes.
- For each of the 77 YaSM objects, there is
  - A checklist or document template in Microsoft Word™ format to describe its contents
  - An object lifecycle diagram to illustrate which YaSM processes create, update, read and archive the object, and how its status changes throughout its lifecycle.
- The YaSM data object model helps with understanding the purpose of each object in the YaSM model, by providing a complete overview of the YaSM objects and their key relationships.
- 19 additional checklists explain the typical contents of the service management policies (there is one policy for every YaSM process).

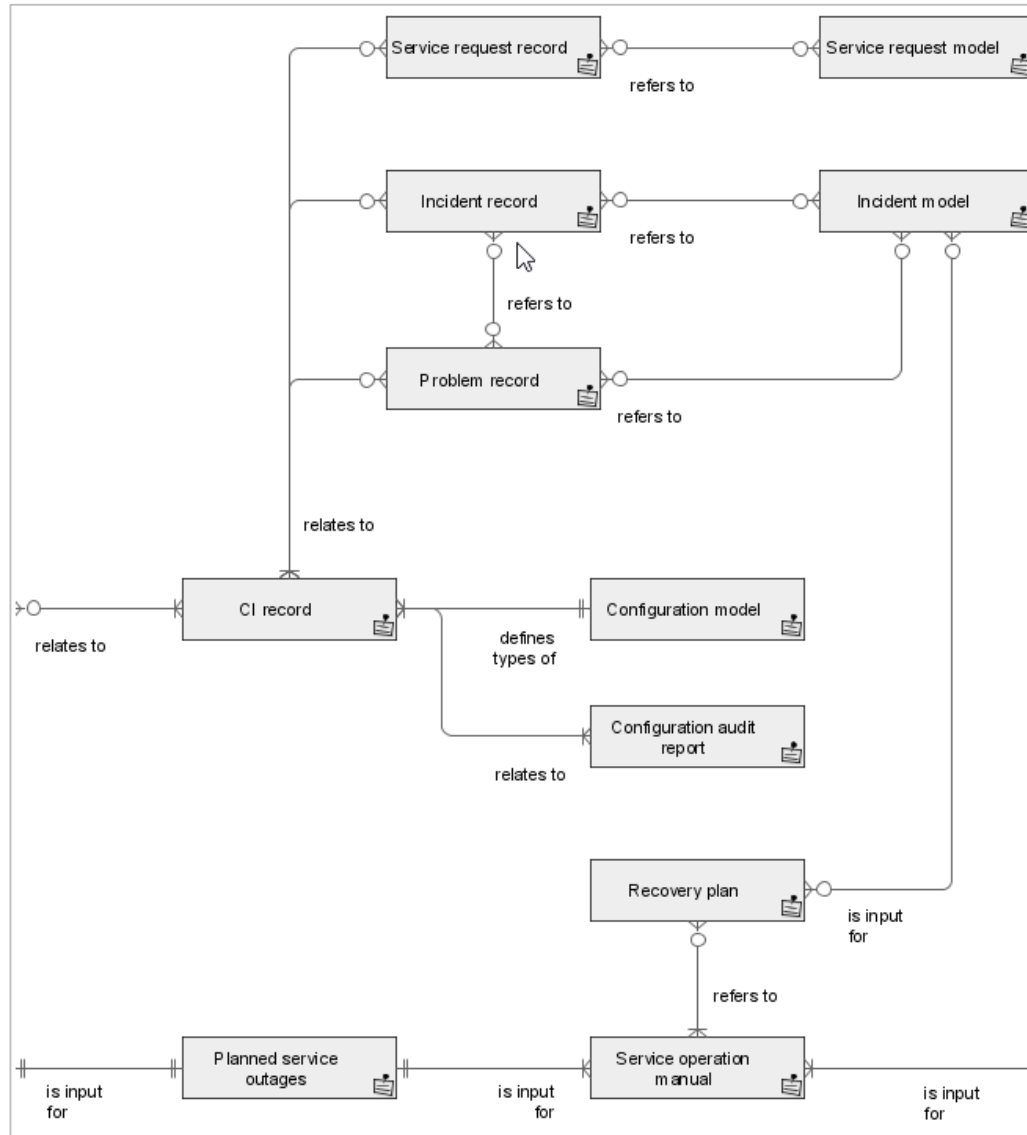
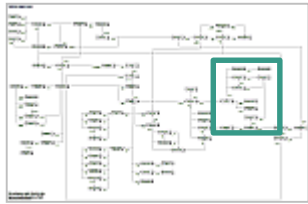


# Overview of YaSM data objects



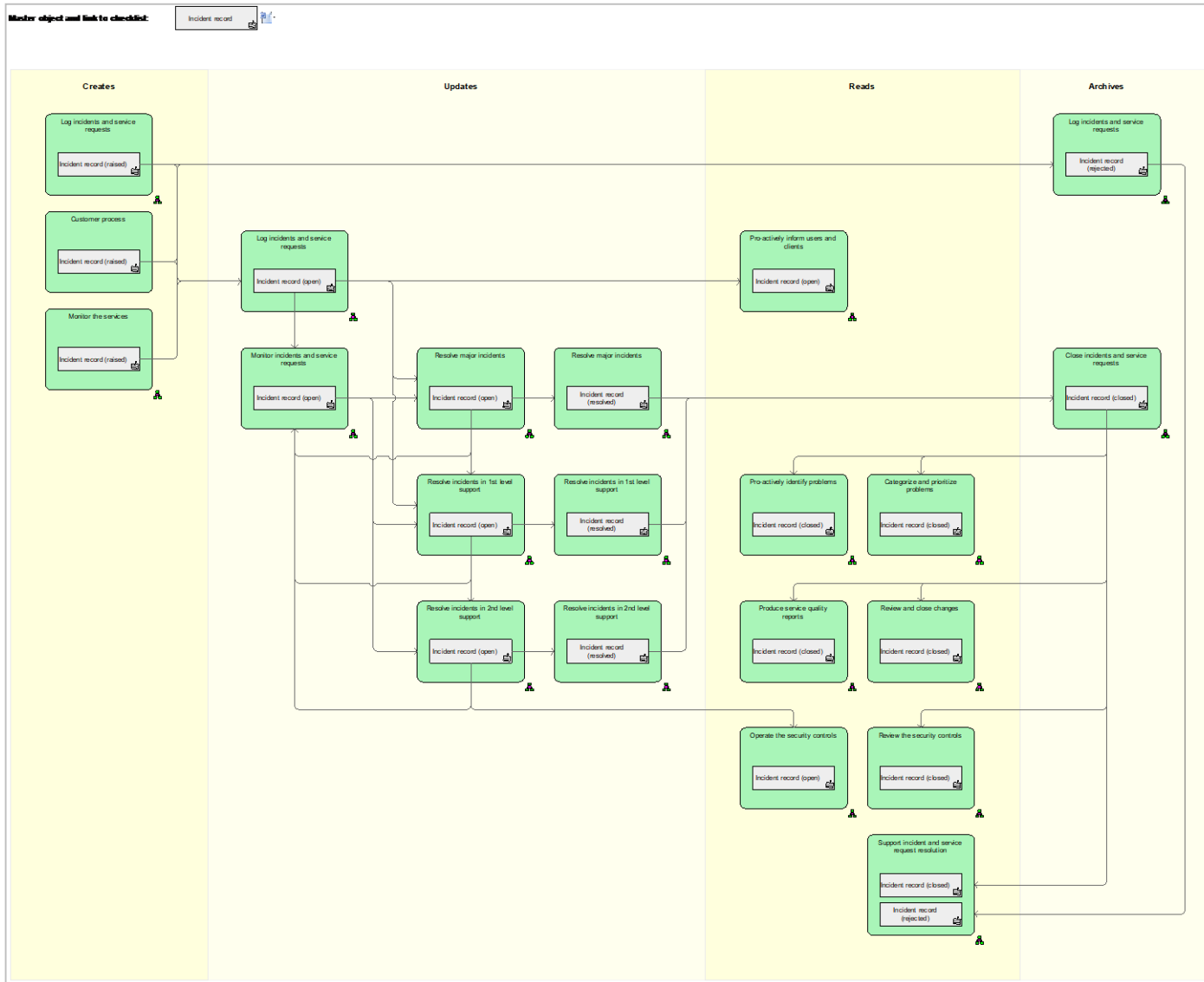
Zoom in using your PDF viewer's zoom function!

This diagram provides a complete list of the documents and records ("data objects") used in the YaSM® Process Map.



**The YaSM data object model:**  
 A complete overview of the key relationships between the YaSM documents and records.

# YaSM object lifecycle diagram: „Incident record“



Zoom in using your PDF viewer's zoom function!

The YaSM® Process Map contains 75 diagrams of this type, one for each YaSM data object.



## Checklist: Incident Record

### Definition

A set of data with all details of a service incident, documenting the history of the incident from registration to closure. A service incident is defined as an unplanned interruption or reduction in quality of a service. Events that could potentially impair a service in the future are also treated as incidents (e.g. the failure of one hard-drive of a set of mirrored drives).

### Typical contents

- 1 Unique incident ID
  - A unique ID is usually allocated automatically by the application used to manage service incidents.
- 2 Incident status
  - Status values could be for example "Raised", "Open", "Resolved", "Closed", ...
- 3 Date and time of incident recording
- 4 Date and time of incident occurrence
- 5 Source and method of notification
  - E.g. telephone, e-mail, intranet portal, event monitoring system.
- 6 Caller/ user contact information and callback method
- 7 Authorization information
  - If applicable, details on how it has been established that the requester is authorized to submit the request.
- 8 Incident owner
  - The incident owner retains overall responsibility for the resolution of the incident, even if it is assigned during its lifecycle to other support agents or groups to perform specific tasks.
- 9 Agent or support group to which the incident is assigned
  - This assignment may change during the lifecycle of the incident.

### 10 Incident classification/ categorization

- Incident classification is a way to add tags to incident assigning them to the appropriate support agent or group, creation of statistics and the analysis of historical incidents. Classification schemes may vary between different or typically classified by
  - Service(s) affected
  - Customer(s) affected
  - Location(s) affected
  - Infrastructure component(s) and sub-component(s) affected
  - Type of symptom (e.g. "Hardware defect", "Software performance", "Security issue", ...).

### 11 Description of symptoms

### 12 Priority

- Priority is often expressed in priority codes like "Critical", "High", "Medium", "Low", "Very low". Priority is the result from the combination of urgency and impact, where
  - Urgency is a measure of the available time until the incident must be resolved.
  - Impact is a measure of the (potential) damage to the business.For an example for a prioritization scheme, refer to the Service Request Policy.
- For recurring incidents, rules for prioritizing the incidents coded into the corresponding incident models.

### 13 Major incident flag

- This flag indicates that an incident is treated as a major incident.

### 14 Target time for incident resolution

- This is the target time as committed in the applicable service level agreement. Resolution times are typically determined based on the severity of the incident.

### 15 Applicable incident model(s)

### 16 Links to related incident records

- If similar outstanding incidents exist to which the new incident is related.

The YaSM® Process Map contains 95 checklists in Word™ format, describing the typical contents of the YaSM data objects (documents and records).

# RACI matrix: Participation of the YaSM roles in the YaSM processes



Processes	1st level support	2nd level support	Application/ System Developer	Change advisory board (CAB)	Change manager	Change owner	Compliance manager	Configuration manager	Customer	Customer relationship manager	Emergency change advisory bo...	Financial manager	Human resources manager	Incident manager	Major incident team	Operations manager	Operator	Problem manager
Resolve incidents and service requests																		
Support incident and service request resolution														AR				
Log incidents and service requests	R													A				
Fulfill service requests	R													A				
Pro-actively inform users and clients	R													A				
Resolve major incidents	R						R							AR	R			
Resolve incidents in 1st level support	R													A				
Resolve incidents in 2nd level support																		
Monitor incidents and service requests																		
Close incidents and service requests																		
Resolve problems																		
Pro-actively identify problems																		AR

Open a process diagram directly from the matrix.

Pop-up hints show the process objectives.

The RACI Matrix updates automatically when roles are added to or removed from the process models.





## IT Process Maps GbR

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