

Basic information about the subject (independent of the cycle)

Module name	Business process management
Erasmus code	
ISCED code	
Language of instruction	English
Website	http://www.umcs.pl/pl/adres-book-employee,860,pl.html
Prerequisites	Basic knowledge of management
ECTS points hour equivalents	<p>15 Contact hours (work with an academic teacher)</p> <p>15 Total number of hours with an academic teacher</p> <p>3 Number of ECTS points with an academic teacher</p> <p>10 Non-contact hours (students' own work)</p> <p>10 Total number of non-contact hours</p> <p>0 Number of ECTS points for non-contact hours</p> <p>3 Total number of ECTS points for the module</p>
Educational outcomes verification methods	test, project, business processes simulation games
Description	<p>The course contains the knowledge and methods required to map, analyze, optimize, implement and evaluate business processes. Students will learn about Toyota Production System: pull principle, 14 principles, 8 types of waste. Learn how to design lean processes. BPM toolbox: Kaizen, Poka Yoke, Kanban, TPM, SMED, 5S, Makigami.</p> <p>During the course will be introduced several business processes simulation games.</p>
Reading list	<ol style="list-style-type: none"> 1. J. Jeston, J. Nelis, Business Process Management, Routledge, 2012. 2. Becker, J., Kugeler, M., & Rosemann, M. (2003). Process Management: a guide for the design of business processes: with 83 figures and 34 tables. Springer Science & Business Media. 3. J. vom. Brocke, M. Rosemann Handbook on Business Process Management 1, Springer, 2010. 4. M. Weske, Business Process Management: Concepts, Languages, Architectures Springer, 2012. 5. The Machine that Changed the World (1990) by James Womack, Daniel Jones and Daniel Roos. 6. The Toyota Way (2003) by Jeffrey Liker, The Lean Turnaround (2012) by Art Byrne
Educational outcomes	<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Theory of business processes management 2. Approaches to business process optimization. 3. Lean enterprise as business strategy 4. Toyota Production System: pull principle, 14 principles, 8 types of waste.

	<ol style="list-style-type: none"> 5. BPM toolbox: Kaizen, Poka Yoke, Kanban, TPM, SMED, 5S, Makigami. 6. Software used in business process optimization. <p>Skills:</p> <ol style="list-style-type: none"> 1. Process mapping 2. Process analysis 3. Process optimization 4. Process implementation <p>Attitudes:</p> <ol style="list-style-type: none"> 1. Proper attitude toward business process improvement 2. Self-awareness and openness to change
Practice	Case study

Information about classes in the cycle

Website	http://www.umcs.pl/pl/adres-book-employee,860,pl.html
Educational outcomes verification methods	test, project, business processes simulation games
Comments	
Reading list	<ol style="list-style-type: none"> 1. J. Jeston, J. Nelis, Business Process Management, Routledge, 2012. 2. Becker, J., Kugeler, M., & Rosemann, M. (2003). Process Management: a guide for the design of business processes: with 83 figures and 34 tables. Springer Science & Business Media. 3. J. vom. Brocke, M. Rosemann Handbook on Business Process Management 1, Springer, 2010. 4. M. Weske, Business Process Management: Concepts, Languages, Architectures Springer, 2012. 5. The Machine that Changed the World (1990) by James Womack, Daniel Jones and Daniel Roos. 6. The Toyota Way (2003) by Jeffrey Liker, The Lean Turnaround (2012) by Art Byrne
Educational outcomes	<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Theory of business processes management 2. Approaches to business process optimization. 3. Lean enterprise as business strategy 4. Toyota Production System: pull principle, 14 principles, 8 types of waste. 5. BPM toolbox: Kaizen, Poka Yoke, Kanban, TPM, SMED, 5S, Makigami. 6. Software used in business process

	<p>optimization.</p> <p>Skills:</p> <ol style="list-style-type: none"> 5. Process mapping 6. Process analysis 7. Process optimization 8. Process implementation <p>Attitudes:</p> <ol style="list-style-type: none"> 3. Proper attitude toward business process improvement 4. Self-awareness and openness to change
A list of topics	<p>Topics:</p> <ol style="list-style-type: none"> 1. Introduction to business processes. 2. Process mapping and analysis. 3. Approaches to business process optimization. 4. Lean enterprise as business strategy - introduction to lean management. 5. Discussion of Toyota Production System: pull principle, 14 principles, 8 types of waste. 6. BPM toolbox: Kaizen, Poka Yoke, Kanban, TPM, SMED, 5S, Makigami. 7. Business processes simulation games. 8. Software used in business process optimization.
Teaching methods	<p>conversational lecture, simulation games, gamification.</p>
Assessment methods	<p>Test, group project</p>