

E-learning Series on Business Process Analysis (BPA) for Trade Facilitation¹ – A Study Guide (Version 1.0 – 29 February 2016)

The E-learning series on BPA for Trade Facilitation consists of 7 videos ranging in length from 7 minutes to 20 minutes. For optimal learning, viewing of the videos should be accompanied by reading of a basic set of materials. Self-learners may accordingly allocate about 5 hours to fully understanding the multimedia materials and acquiring an understanding of BPA and BPA project management in the context of trade facilitation. Expected learning outcomes as well as suggested time to allocate to each module and associated readings are provided below.

Module 1: BPA for Trade Facilitation: an Introduction

In this module, you will familiarize yourself with the concept of Business Process Analysis and understand its relevance in the context of trade facilitation.

The completion of this module is estimated at **20 minutes**. Your time may be allocated as follows:

- 10 minutes to watch the video
- 10 minutes to read the reading material “Chapter 1: Trade Facilitation and Business Process Analysis” (pages 1-3) of the UNNExT BPA Guide.²

Module 2: BPA for Trade Facilitation: Unified Modeling Language

By the end of this module, you will be able to understand UML notations and draw simple Use Case and Activity Diagrams.

The completion of this module is estimated at **30-40 minutes**. Your time may be allocated as follows:

- 16 minutes to watch the video
- 20 minutes to read “Chapter 2: Introduction to the Business Process Analysis” (pages 4-9) of the UNNExT BPA Guide

Module 3: BPA for Trade Facilitation: Project and Scope Setting

The goal of this module is twofold: first, to give you an overview of all the steps needed to complete a BPA project and second, to give you tips and techniques to help you define your project scope.

The completion of this module is estimated at about **50 minutes**. Your time should be allocated as follows:

- 16 minutes to watch the video
- 35 minutes to read “Chapter 3: Guide to Business Process Analysis to simplify trade procedures” (pages 10-21) and “Chapter 4: Recommendations for Implementation” (pages 52-53) of the UNNExT BPA Guide

Module 4: BPA for Trade Facilitation: Project Planning

This module will help you understand how to plan and define the timeline of your BPA project.

The completion of this module is estimated at **30 minutes**. Your time should be allocated as follows:

- 13 minutes to watch the video
- 17 minutes to read “Chapter 3: Guide to Business Process Analysis to simplify trade procedures” (pages 21-25) of the UNNExT BPA Guide

¹ <http://www.unescap.org/our-work/trade-investment/trade-facilitation/bpa-course>

² Available at: http://unnnext.unescap.org/tools/business_process.asp

Module 5: BPA for Trade Facilitation: Data Collection and Process Documentation

In this module, you will learn how to collect information on the “as-is” business processes and turn them into useful inputs for your project.

The completion of this module is estimated at **50 minutes**. Your time should be allocated as follows:

- 20 minutes to watch the video
- 30 minutes to read “Chapter 3: Guide to Business Process Analysis to simplify trade procedures” (pages 25-39) of the UNNExT BPA Guide

Module 6: BPA for Trade Facilitation: Process Analysis and Recommendations Development

By the end of this module, you should have acquired basic knowledge on how to analyze the “as-is” business processes and how to formulate recommendations.

The completion of this module is estimated at **50 minutes**. Your time should be allocated as follows:

- 20 minutes to watch the video
- 30 minutes to read “Chapter 3: Guide to Business Process Analysis to simplify trade procedures” (pages 39-51) of the UNNExT BPA Guide.

IMPORTANT: As part of the learning exercise, self-learners may review at least one existing BPA report of trade procedures in some details, e.g. the BPA of Thai Jasmine Rice Export provided in Annex to the UNNExT BPA Guide.³ At least **30 minutes** may be allocated to reviewing one or more cases.

Module 7: From BPA to Trade and Transport Facilitation Monitoring Mechanism

This optional module goes beyond BPA and BPA project management and provides an introduction to the importance of monitoring and how to set up a trade and transport facilitation monitoring mechanism (TTFMM) that may incorporate BPA.

Overall, the completion of this module is estimated at **35 minutes**. Your time should be allocated as follows:

- 7 minutes to watch the video
- 30 minutes to read “Towards a National Integrated and Sustainable Trade and Transport Facilitation Monitoring Mechanism: BPA+”.⁴

³ Available at: http://unnex.unescap.org/pub/tipub2558new_annex.pdf. Other BPA reports and case studies are available at <http://www.tpad.unnnext.org/>

⁴ Available at: <http://www.unescap.org/resources/towards-national-integrated-and-sustainable-trade-and-transport-facilitation-monitoring>