



## GB560 — Unit 2

### Designing, Improving, and Implementing Processes

#### Unit 2 Assignment

You will be adding the information in this Assignment to the Assignment Template you began using in Unit 1. Do not submit this Assignment as a separate document but as a continuation of your change document. For this project you will be creating two process diagrams. The websites below provide general instructions and visuals on how to use MS Word to create your process change diagram. Their use is not mandatory and they are only suggestions. You may wish to do research on your own to find other ways to prepare process diagrams.

**TechRepublic:** [Create process diagrams in less time with Microsoft® Word's® 2007's SmartArt®](http://www.techrepublic.com)  
Retrieved from <http://www.techrepublic.com>

#### Assignment Instructions

Below are the details of the tasks that you have to do for this unit:

5. Prepare **two general process diagrams (see figure 9.2)** for the Business Process Change you identified for question 2 in the Unit 1 Assignment.
  - 5a. Diagram the current process steps taken by the organization for the process.
  - 5b. Diagram any adaptations to the process steps after the change process is approved.
6. Evaluate and address the importance of the existing and future diagrams and how they assist the organization in determining the validity of the suggested change (your response to this question should be 3-5 paragraphs in length).

#### Assignment submission:

Before you submit your Assignment, you should save your work on your computer in a location that you will remember. Submit this Assignment with your name, course number, section, and date to the Dropbox before the end of the unit.

#### [Unit 2 Assignment Grading Rubric](#)