

No. 03

SAP SIGNAVIO

Signavio Process Governance

SAP Signavio, process governance and controls, explained for beginners

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BEFORE YOU BEGIN

How to use this book

What this book covers, who it is for, and how to use it.

Controls live inside processes. An approval, a reconciliation, a segregation of duties — each one sits at a specific step in a specific business process. When processes are undocumented, out of date or understood differently by every team, controls drift, audits get harder and transformation projects stall.

Process governance is the discipline of keeping process knowledge accurate, approved, owned and connected to risks and controls. **SAP Signavio** is SAP's suite for modeling, governing, sharing and analyzing business processes. This book explains process governance for beginners and shows how SAP Signavio supports it — with a focus on what security, risk and compliance professionals need to know.

Who this book is for

- **Security, GRC and controls professionals** who need to connect access risks and controls to business processes.
- **Process owners and business analysts** who are starting to document processes in SAP Signavio.
- **Transformation and S/4HANA project teams** who must keep process documentation governed during and after a project.

How the book is organized

- **Part I — Foundations** (Chapters 1–3): what process governance is, the SAP Signavio suite, and BPMN essentials.

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- **Part II — Building governed processes** (Chapters 4–7): repository design, risks and controls in models, approval workflows, and access administration.
- **Part III — Operating and assuring** (Chapters 8–11): process mining for governance, the operating model, connecting to GRC and audit, and checklists.

Conventions

TIP

Practical advice you can apply straight away.

IN SAP

Product-specific details.

WATCH OUT

Common mistakes and risks.

Diagrams are original. Screens marked **Illustration** are simplified drawings, not SAP software, and values in them are examples. People and companies are fictional.

A NOTE ON PRODUCT CHANGES

SAP Signavio is a cloud suite that changes frequently, with regular releases. Product names, licensing, menus and features may differ from what is described here. Use this book for concepts and good practice, and confirm details in SAP's current documentation for your workspace.

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PART I

Foundations

What process governance is and why it matters for risk and compliance, the SAP Signavio suite at a glance, and the BPMN basics you need to read and draw process models.

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CHAPTER 1

What process governance is

Before choosing tools, it helps to understand what process governance is for — and why risk and security teams should care.

A **business process** is a repeatable sequence of activities that turns an input into an outcome: a purchase need into a paid supplier, a customer order into cash, a new employee into a productive colleague. Every company runs hundreds of them.

Process governance is how an organization makes sure that its process knowledge is:

- **documented** — written down in a shared, understandable form;
- **accurate** — reflecting how work should be done and, ideally, how it is done;
- **owned** — with a named person accountable for each process;
- **approved** — changed only through a controlled review; and
- **connected** — linked to the risks, controls, roles, systems and policies that depend on it.

The process lifecycle

Process governance is part of a wider **business process management** (BPM) lifecycle:

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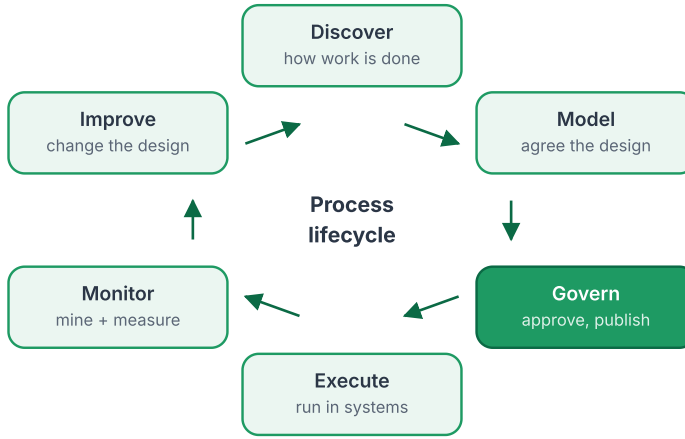


Figure 1.1 The process lifecycle. Governance is the step that turns a draft model into the agreed, published standard — and keeps it current.

1. **Discover** how work is really done, through workshops, interviews and data.
2. **Model** the agreed process design.
3. **Govern**: review, approve and publish it, and keep it under change control.
4. **Execute** it in systems and daily work.
5. **Monitor** performance and compliance, increasingly with process mining.
6. **Improve** the design and start again.

Why risk and security teams should care

Controls do not exist in a vacuum. A segregation-of-duties rule protects a step in a process; an approval threshold is a decision point in a process; an access role exists because people perform tasks in a process. When processes are well governed:

- **Risks are easier to identify**, because you can see where things can go wrong.
- **Controls are easier to place and test**, because you know exactly which step they protect.
- **Access design is easier**, because roles can follow documented tasks.
- **Audits are faster**, because walkthroughs start from an approved, current process.

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- **Change is safer**, because you can see which controls and roles a process change affects.

When processes are poorly governed, the opposite happens: controls refer to steps that no longer exist, roles grant access to tasks nobody performs, and every audit starts with a reconstruction exercise.

The three lines model

Many organizations organize risk responsibilities in **three lines**:

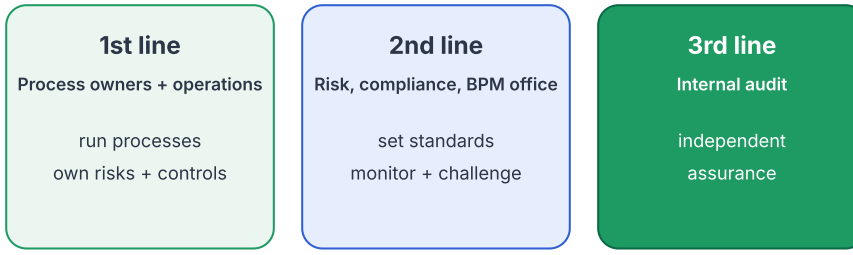


Figure 1.2 The three lines model. Shared, governed process models give all three lines the same picture of how work is done.

- **First line** — process owners and operations who run processes and own their risks and controls.
- **Second line** — risk management, compliance and often a BPM office that set standards, monitor and challenge.
- **Third line** — internal audit, providing independent assurance.

A governed process repository is a shared language for all three.

> **TIP**
>
> If you are in security or GRC, ask for the process model before designing roles or rule sets for a process. If none exists, that is a sign the process itself is not governed — and a good reason to start.

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KEY TAKEAWAYS

- **Process governance** keeps process knowledge documented, accurate, owned, approved and connected.
- It is one step in the **BPM lifecycle**: discover, model, govern, execute, monitor, improve.
- Governed processes make **risks, controls, access design and audits** easier.
- The **three lines** all benefit from a shared, governed process picture.

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CHAPTER 2

The SAP Signavio suite at a glance

SAP Signavio is a suite of connected cloud applications. This chapter maps what each one does and where governance happens.

SAP acquired Signavio, a Berlin-based business process management company, in 2021. Its products are now offered as the **SAP Signavio** suite (often referred to as the SAP Signavio Process Transformation Suite). The main components are:

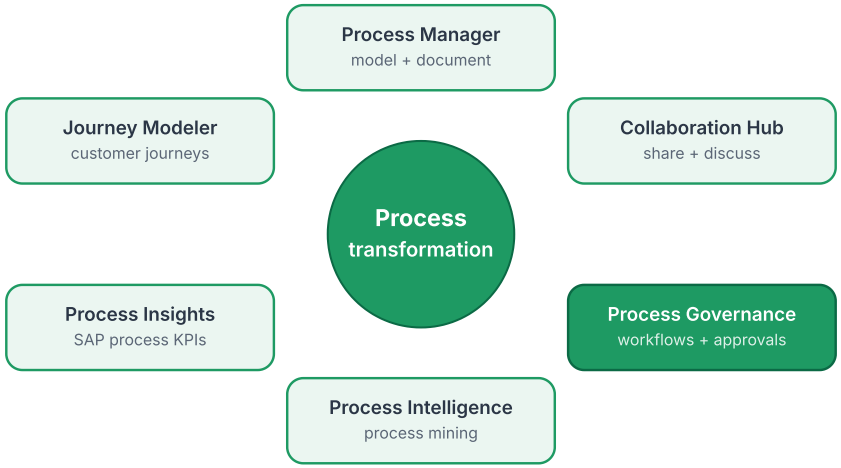


Figure 2.1 The main SAP Signavio components. Process Governance provides the workflows that move models from draft to published standard.

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