

Business Process Simulation

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Module ID	
EC	10
Contact hours	5 * 14 = 70
Course site	

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1. Module overview

This guide gives you an overview of Business Process Simulation . More detailed information can be found on the MijHvA (<https://www.MijHvA.nl>) as well as in the shared folders in SAP and the websites per BPS company.

1.1 Content

In Business Process Simulation you become an employee of one of the four virtual companies with up to 90 employees. Examples of roles include Purchasing Officer, Personnel Manager, and Marketing Employee. This role is taken over from the predecessor: the companies are continued each semester with a personnel change of 100%. The Management, consisting of three lecturers, remains the same. Each semester new projects are set up, based on the current situation at comparable companies. The simulated companies are SME enterprises. More information can be found on their websites: phonee.fbe.hva.nl, sjemee.fbe.hva.nl, devaia.fbe.hva.nl and 3ph.fbe.hva.nl

This module gives you a deeper understanding of integrated business processes, making use of an Enterprise Resource Planning (ERP) system. BPS works with SAP and different modules in SAP. The emphasis is on the integration of logistical, financial, and personnel processes. The course focuses on analyzing business situations, thinking of alternative solutions, and making well-founded choices, based on current information from the business practice, for example, from visits to comparable companies.

1.2 Learning goals

#	You can:
1.	execute business processes in an international team within a virtual corporate environment
2.	understand the relationship between the processes in the different departments
3.	execute business process steps in an ERP system
4.	translate functional expertise into current process-oriented company practice
5.	actively contribute to the group product and procure a constructive co-operation climate, within a diverse team

Appendix 1 defines the relationship of the learning goals within this module with your program's profile competences.

1.3 Coherence with other modules

This module allows you to apply the theoretical knowledge on Financial Management, Supply Chain Management, Project Management and Human Resource Management. Students will execute real business processes within virtual companies.



1.4 Study materials & recommended further reading

Required study materials:

Study books					
Title	Author(s)	Publisher	Year	Edition	ISBN
Hands-on with SAP ERP and IDES	D.J.Schenk C.T.Draijer				

1.5 Questions and who to contact

Questions about the module's content and study materials can be addressed to your lecturer(s) during the lessons. The consultation hours of the individual lecturers as well as their office location can be found in the lecturers' profile on MijnHvA.nl.



2. Set-up of this module

2.1 Teaching methodology

This module is taught in the form of practicum lectures, five hours a week.

You will take on the role of an employee or manager within a virtual company with up to 90 employees. Each employee is also involved in a project (either as project member or project manager).

Guidance on both the departmental work and the projects is provided by the lectures during the practicum. You are expected to work independently and come up with solutions yourself, the lecturers take on the role as coach and specialist in SAP.

2.2 Assignments

Individual assignments (34%)

Students need to hand in the results from the SAP introduction course, due in week 3.

In addition an evaluation, hours worked and answers to questions on ERP have to be handed in, due in the last week of the BPS.

Furthermore, a presentation on the results of the project will be given, due in week 14 or students will give a presentation on the function of their department, due in week 6.

Departmental assignments (33%)

You are required to write a plan of approach with KPI's and PPI's for your department, due in week 4. After finalizing the plan of approach students will execute all operational processes within the department they are part of.

At the end of the semester, students need to hand in updated versions of the five departmental documents: department paper for the successors (next semester), process paper, master data paper, customizing paper, document status list.

Project assignments (33%)

In addition to the work in the departments, students also participate in a project.

The end results of the project are to be documented and implemented, depending on the results.

N.B. The grades for the departmental and individual assignments will be adjusted by deduction with a maximum of seven points when the uploaded five papers, the minutes and the hours are missing. Hardcopies will be handed over in consultation with the teachers. The grade for the department will also be adjusted when the KPIs and PPIs are not met.

2.3 Exams

This module does not include any written exams.



2.4 Assessment

The assessment methods used in this module are summarised below. The table also shows how the grade for this module will be calculated.

#	Description	Form	Learning goal(s) #	Lecture week	Weight (%)
1	Project work (33%) Department work (33%) Individual evaluation (34%)	Portfolio, decentral	1, 2, 3, 4, 5	3, 6, and 14	100%
					100%

2.5 Resit

If the average grade obtained for this module is below 5.5 you must do a resit. Which resit(s) you must do depends on which part(s) is/were insufficient. The different situations are illustrated in the table below.

Situation:	The resit will consist of the following test(s):	Your average module grade after resit will be calculated using the following weights:	The resit(s) will be scheduled in:
1	<ul style="list-style-type: none"> Average grade for the whole module \geq 5.5 	No resit needed	N.A.
2	<ul style="list-style-type: none"> Average grade for the whole module $<$ 5.5 	<p>If the failing grade is caused by individual missing parts (f.i. introduction course SAP), this part can be redone</p> <p>In other situations, students have to redo the whole module in the next semester</p>	



2.6 General regulations

- 1 You are required to prepare for lessons. If you come to class unprepared, the lecturer has the right to deny you access to the lesson. What is requested of you in terms of lesson preparation is stated below and/ or on MijnHvA.nl for this module.
- 2 You must bring a laptop to school for each class. It is your responsibility to make sure that the battery lasts throughout each lesson. If you fail to bring a laptop to class and/or if the battery does not last throughout class, this is regarded as not being prepared. A lecturer then has the right to deny you (further) access to that lesson.
- 3 The assignments will not be graded if the level of English is inadequate. If that is the case, you have to hand in your assignment again in the appointed resit period.

2.7 Lesson plan

Lecture	Activity
1	Introduction <ul style="list-style-type: none">• 8.30 Introduction Business Simulation for major students 'Hands-on with SAP ERP and IDES' chapter 9-12.1; BE 9.2 11.2, 13, 15
2	<ul style="list-style-type: none">• 8.30 'Hands-on with SAP ERP and IDES' chapter 12.2-14.7; BE: 16, 17.2/3• 10.10 Introduction ERP
3	Introduction departments <ul style="list-style-type: none">• 8.30 'Hands-on with SAP ERP and IDES' chapter 14.8-14.23; BE: 18• Hand in 14.23• Project managers hand in project definition and form the project group• Prepare plan of approach department
4	Start business simulation <ul style="list-style-type: none">• 8.30 Department meeting, plan of approach and SMART KPI/PPI's• 12.15 Project Meeting
5	<ul style="list-style-type: none">• 8.30 Department meeting, approval plan of approach department• 10.00 Management meeting• 12.15 Project meeting
6	9.00 Presentation 1 Function, status and plans department <ul style="list-style-type: none">• 11.00 Project meeting
7	<ul style="list-style-type: none">• 8.30 Department meeting (some student have exams)• 11.00 Project meeting (Dirk-Jan Schenk not present)
8	<ul style="list-style-type: none">• 8.30 Department meeting• 10.00 Management meeting• 10.30 Project meeting
9	<ul style="list-style-type: none">• 8.30 Department meeting, hand in progress report department• 10.30 Project meeting, hand in progress report project• Hand in hours per student• 10.30 Project meeting
10	<ul style="list-style-type: none">• 8.30 Department meeting, extra assignment department• 10.00 Management meeting• 10.30 Project meeting
11	<ul style="list-style-type: none">• 8.30 Department meeting



Lecture	Activity
	<ul style="list-style-type: none"> • 10.00 Management meeting • 10.30 Project meeting
12	<ul style="list-style-type: none"> • 8.30 Department meeting • 10.30 Project meeting
13	<ul style="list-style-type: none"> • 8.30 Department meeting • 10.00 Management meeting • 10.30 Project meeting
14	9.00 Presentation 2 Project result and KPI/PPI per department by General Management
15	<ul style="list-style-type: none"> • Hand in and upload all reports • Hand in individual evaluation



Appendix 1: Relationship with your programme's profile competencies

LG	You can:
1.	execute business processes in a team within a virtual corporate environment
2.	understand the relationship between the processes in the different departments
3.	execute business process steps in an ERP system
4.	translate functional expertise into current process-oriented company practice
5.	actively contribute to the group product and procure a constructive co-operation climate

LG	IBMS Profile Competencies	Level
1.	III. International marketing & sales, III. International supply chain management, III. International finance & accounting, III. International human resource management	3
2.	II. Business Processes & Change Management	3
3.	II. Business Processes & Change Management	3
4.	II. Business Processes & Change Management, III. International marketing & sales, III. International supply chain management, III. International finance & accounting, III. International human resource management	3
5.	I. Intercultural competency, Co-operation, Planning & Organising	3