Thanks for Downloading the Free BPMN 2.0 Stencil!

Orbus Software have created a Visio BPMN Stencil that you are free to use. This Stencil was created based on the OMG’s BPMN Specification v2.0 (January 2011), and to the best of our knowledge all shapes are fully supported as specified. To download the specification or for further BPMN related information, visit http://www.bpmn.org.

This document contains a high level explanation of how to use each type of shape within the stencil, and sample diagrams. Note only 2 levels of BPMN are explained in this guide.

Please right-click on one of the items in the Contents panel below to get started.

Contents
Shape Overview: Activities
Shape Overview: Events
Shape Overview: Gateways and Artifacts
Shape Overview: Swimlanes
Shape Overview: Flows
Sample Diagram 1
Sample Diagram 2

iServer for Microsoft Visio: Collaborative Modeling

iServer is a multi-user collaborative modeling environment for Microsoft Visio and Office with features including:

- Version Control / History, Audit Trail, Document Management for Diagrams, Documents & Shapes
- Enforcement of corporate standards & methods (consistency of approach)
- Access Control and Security
- Collaborative multi-user Repository of reusable Business Process Diagrams and shapes
- Perform impact of change across entire repository
- Internet Publication of models and documentation
- Customized reporting

Book an iServer demo today!
See our latest version of iServer in action. Just click here to request a live demonstration!
BPMN Level 1: **Descriptive Process Model**

Suitable for high level modeling – should be comfortable for analysts that have used flowcharts.
BPMN Level 2: **Analytical Process Model**

Contains the concepts most commonly used and covered in BPMN training.

**Pools and Lanes**

- **Pool**
- **Lane**

**Gateways**

- **Exclusive**
- **Parallel**
- **Inclusive**
- **Event Based: Start**
- **Event Based: Parallel**

**Events**

- **Start Events**
  - None
  - Timer
  - Message
  - Signal
  - Conditional

- **Intermediate Events**
  - None
  - Message
  - Timer
  - Signal
  - Conditional
  - Error
  - Escalation

- **End Events**
  - None
  - Message
  - Terminate
  - Signal
  - Error
  - Escalation

**Activities**

- **Tasks**
  - Task
  - User Task
  - Service Task
  - Send Task
  - Receive Task
  - Loop
  - Multiple Instance

- **Sub Processes**
  - Collapsed Sub-Process
  - Expanded Sub-Process
  - Call Activity
  - Loop
  - Multiple Instance

**Flow**

- **Sequence Flow**
  - Conditional
  - Default

- **Message Flow**
  - Message

- **Association**

**Artefacts**

- **Data Object**
- **Data Store**
- **<group>**
- **Annotation**
Shape Overview: Activities

An Activity represents work that is performed within a Business Process. The types of activities that occur in a BPD are Task, Sub Process (Collapsed or Expanded) and Process. A Process is not represented by a shape, but is a group of graphical objects such as Tasks and Sub Processes. The iServer BPMN Stencil has two Activity shapes: Task and Sub Process (which can be collapsed or expanded).

Activities: Task

A Task is anatomic activity that occurs within a Process. A Task is used when a process cannot be broken down into a finer level of detail. Tasks have a number of different markers.

The Markers available depend on the level of BPMN being used (i.e. Descriptive, Analytical or Common Executable).

Activities: Collapsed Sub Process

A Sub Process is a compound activity that is performed within a Business Process. A collapsed Sub Process has a plus symbol that indicates that there is a lower level of detail that can be expanded.

There are two optional markers: Loop and Multiple Instances. A Sub Process can also be marked as a Call Activity (with a bold border).

Activities: Expanded Sub Process

A Sub Process is a compound activity that is performed within a Business Process. An Expanded Sub Process contains a Business Process. Note that a Sequence Flow cannot cross the boundary of a Sub Process.

Once again there is a choice of Markers as per the collapsed Sub Process. Note that a Sub Process can be changed into an Expanded Sub Process.
Shape Overview: Events

An event is something that “happens” during the course of a business process. These events affect the flow of the process and usually have a trigger or a result, represented as a marker at the centre of the shape. There are three types of Events, based on when they affect the flow: Start, Intermediate, and End. The iServer BPMN Stencil reflects this with three corresponding Event shapes that can be labelled if required. Markers (triggers, results) can be chosen by right clicking on the shape.

Events: Start Events

A Start Event indicates where a particular Process will start. The Start shape is a circle drawn with a thin border.

Start events affect the flow of the process and usually have a trigger. These triggers are graphically represented in the centre of the shape.

Events: Intermediate Events

Intermediate Events occur between a Start Event and an End Event. The Intermediate Event shape is a circle drawn with a double line border.

Intermediate Events affect the flow of the process, but do not start or end it. Usually there is a trigger, graphically represented in the centre of the shape. Intermediate Events can be Throwing or Catching, with different Markers available depending on which is selected.

Events: End Events

An End Event indicates where a process will end.

End Events usually have a Result, represented by a marker in the centre of the shape. The End Event shape is a circle drawn with a thick border.

TRY IT OUT:
Select the shape and start typing to edit the shape text
Drag the Shape text using the Yellow Marker
Right click on the shape to change the Event Trigger
**Gateways**

Gateways are elements used to control how Sequence Flows converge and diverge within a Business Process; whether they are combined on input or split on output. A gateway is drawn as a diamond with a thin border, and the type of Gateway is represented by the marker in the centre of the shape. The iServer BPMN Stencil provides a single shape with the optional markers shown below:

- Exclusive
- Exclusive with Marker
- Parallel
- Event Based
- Event Based (Start)
- Event Based (Parallel)

**Artifacts: Group**

A group is a visual way of informally grouping elements within a Business Process. It must be drawn with a solid dashed black line.

**TRY IT OUT:**

Select the shape and start typing to edit the label. Drag the label (whilst the shape is selected) using the Yellow Marker.

Right click on the shape to change the Gateway Type Trigger.

**Artifacts: Data Store**

A data store is somewhere that the process can read or write data, that persists beyond the scope of the process.

**Artifacts: Annotation**

An annotation allows the modeller to provide additional information for the reader. Annotations can be associated with any object on a Business Process Diagram.

**Artifacts**

Artifacts show additional information about a process without being directly related to the Sequence/Message flow.

The Artifact shapes provided in the iServer BPMN Stencil are: Data Object, Data Store, Annotation and Group.
Swimlanes

Pools

A Pool represents a Participant in a Process. Examples of Participants are Entities such as Companies, or Roles such as Customer, Vendor, Manufacturer. A Pool separates (partitions) one process from other pools.

Pools, and the items within them, may be connected by Message Flows. Pools can be collapsed or expanded as shown below.

Lanes

Lanes are optional sub-partitions of pools, and are used to organize activities within a pool. The Lane shape can be indented to represent sub-lanes – to increase the indent of a lane, right click the lane and select 'indent'. The indent can also be decreased.
Connecting Objects and Flow

There are two ways of connecting BPMN Objects: A Flow (either Sequence Flow or Message Flow), or an Association. Sequence flows are used to show the order in which activities are performed within a Business Process, whereas Message Flows are used to show the flow of messages between two pools on the diagram. Typically Message Flows will flow at 90 degrees to the direction of the Sequence flows. Associations are used to associate Artifacts with Flow Objects.

Sequence Flow

A Sequence Flow is used to show the order that activities will be performed in a Process. There are three types of Sequence flow: Normal, Default and Conditional.

Message Flow

A Message Flow is used to show the flow of messages between two participants that are prepared to send and receive them. In BPMN, two separate Pools in the Diagram will represent the two participants (e.g., business entities or business roles).

The Message Flow may connect the pools themselves, or items within them.

A Message represents the content of a communication between two Participants. In BPMN 2.0, a Message is a graphical decorator.

Association

An Association is used to associate information (Artifacts such as data objects or annotations) with Flow Objects. Text and graphical non-Flow Objects can be associated with the Flow Objects.

TRY IT OUT:

Select the connector and start typing to give it a label
Drag the label using the Yellow Marker visible when the connector is selected
Right Click on the Shape to change the type of Sequence Flow
This example has been recreated based on a sample diagram in the OMG BPMN Specification.
This example has been recreated based on a sample diagram in the OMG BPMN Specification.
This example has been recreated based on a sample diagram in the OMG BPMN Specification.