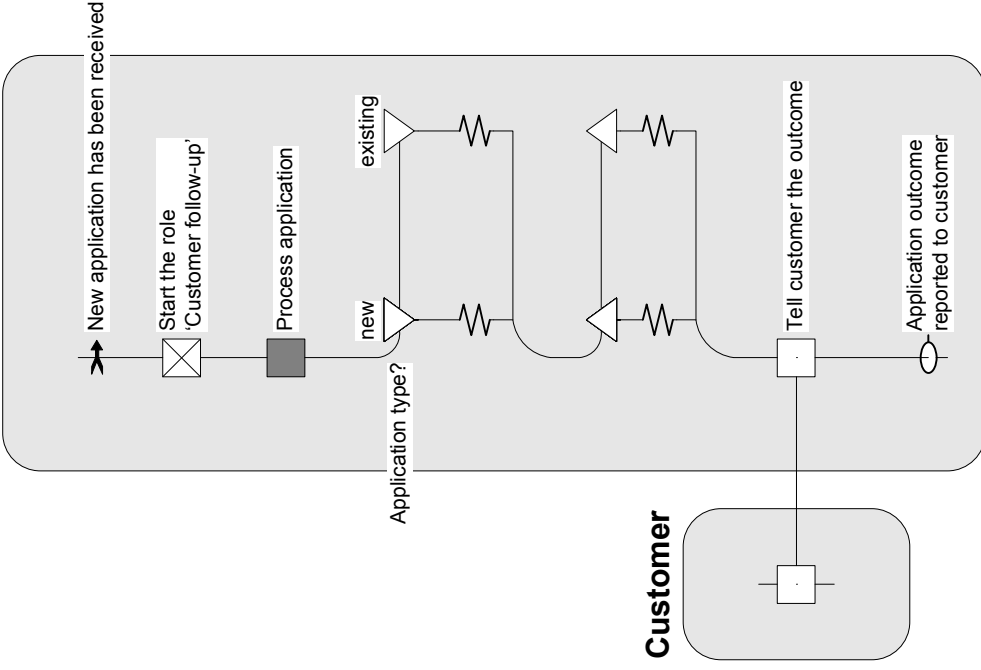


Application processing



A RAD shows the roles that play a part in the process, what starts them off, the actions they carry out, the decisions they take, the ways they collaborate and the goal(s) they have. A role might be an organisational entity (such as a department) or a pure responsibility. Each role is shown as a grey box labelled with its name. If there are pre-existing instances this is shown with a small tick by the name.

→ New application has been received

A thread of activity in a role can be started by a trigger. What happens can then be read by tracing the lines from that trigger.

One role can start another – we can think of this as creating a new responsibility. This crossed box indicates this and say which role is being started.

A black box signifies an action carried out by a role. Next to the black box will be a caption describing the action.

Where a role makes a decision and chooses a course of action, a question describing the decision is shown and the alternative courses of action follow, each headed by a triangle pointing downwards. Above each triangle is a caption describing the answer that leads to the course of action it heads. Sometimes the threads come back together; this says that, whichever course of action is followed, the role continues with what follows the join. (Note that the little springs only say ‘something happens here’ and are generally not used.)

Where a role starts a number of concurrent threads of action, those threads are shown hanging from a connected set of upward-pointing triangles. Sometimes the threads come back together; this says that, when *all* the recombining threads have finished, the role can continue with what follows the join.

When two or more roles collaborate by interacting (perhaps to pass information, agree something, or approve something) this is shown as a horizontal line joining a white box in each of the interacting roles. We label the interaction as a whole or the different contributions of the roles.

An important state in the process (eg a particular outcome) is represented by a little loop and a caption describing that state.

A quick guide to reading a Riva Role Activity Diagram

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For full details of the Riva method read *Business Process Management - A Rigorous Approach*, published by the BCS, ISBN 1-902505-60-3, available online at www.bcs.org/books/bpm
 For discussion about the Riva method join the blog at <http://rivamethod.wordpress.com/>