

OCEB FUNDAMENTAL EXAMINATION - REFERENCES

Books:

Which books should I buy? The BPM experts who mapped the coverage and wrote the questions for the OCEB examinations found that no single book covered the range of material that a well-rounded BPM practitioner needs to know. In this list, you'll find the books that were used to write the exam questions. In the entry for each book, we've listed the topics that were covered. We have included a link to amazon.com to purchase each book. .

Steven Stralser, *MBA in a Day*, Wiley, 2004. ISBN-10: 0471680540. Chapters 1 (Human Resources), 8 (Marketing, Strategy, Competitive Analysis), 11 (Project Management).
[Purchase book here](#)

Tim Gorman, *The Complete Idiot's Guide to MBA Basics*, 2nd Edition, Alpha, 2003. ISBN-10: 0028644492. Chapters 1 & 2 (Management functions and skills), 3 (Parts of a Business), 8 (Operations Management), 9 (Business Decisions), 13 (Financial Analysis), 23 (Strategic Planning)
[Purchase book here](#)

James F. Chang, *Business Process Management Systems*, Auerbach, 2006. ISBN-10: 084932310X. Chapters 1 (Theories of Process Management), 2 (Business Process Management).
[Purchase book here](#)

Howard Smith & Peter Fingar, *Business Process Management: The Third Wave*, Fourth Anniversary Edition, Meghan-Kiffer, 2007. ISBN-10: 0929652347. Ch 1 (discusses the rise of BPM), Ch 3 (Enterprise Business Processes), Appendix A, (section A *Foundation for Collaborative Commerce*).
[Purchase book here](#)

Martyn Ould, *Business Process Management: A Rigorous Approach*, Meghan-Kiffer, 2005. ISBN-10: 0929652274. Ch 1 (Basic process concepts).
[Purchase book here](#)

References - Papers (All downloadable free):

OCEB *Definition of Business Process*: [Downloadable here](#)

John Hall, *Overview of OMG Business Motivation Model: Core Concepts*. If you're new to the BMM, this paper by one of its principal authors will get you started, but you'll still need to study all of the sections assigned in the specification reference (below). [Downloadable here](#)

Bruce Silver, *Three Levels of Process Modeling with BPMN*, BPMS Watch, April 2008. Note: Does not require registration, in spite of the wording of the link: [Downloadable here.](#)

Daniel J. Madison, *Becoming A Process-Focused Organization*, BPM Institute, 2007. [Downloadable here](#)

Peter Fingar, *Systems Thinking: The "Core" Core Competency for BPM*, BP Trends September 2005
[Downloadable here](#)

Laury Verner, *The Challenge of Process Discovery*. BPTrends website. May, 2004.
[Downloadable here](#)

Ed Walters, *What are CSFs and KPIs?* (NOTE: viewable for free, but not downloadable) or another tutorial reference on Critical Success Factors and Key Performance Indicators. [Viewable here.](#)

References: OMG Specifications (All Downloadable free):

Business Process Maturity Model Specification, V1.0 <http://www.omg.org/cgi-bin/doc?formal/08-06-01.pdf> (Free download). Chapter 1, all; Chapter 2, Section 2.1.

Business Motivation Model Specification, V 1.0 <http://www.omg.org/cgi-bin/doc?formal/08-08-02> (Free download) Chapters 1, 7, 8.

Business Process Modeling Notation (BPMN), V1.1 <http://www.omg.org/spec/BPMN/1.1/> (Free download), covering these chapters and sections. Note that BPMN Attributes are *not* covered in this examination.

Chapter 1, all

Chapter 7, all

Chapter 8, Sections 8.1, 8.2, 8.3, 8.4, 8.6 but not 8.6.1.

Chapter 9, Sections 9.3, 9.4, 9.5, 9.6, 9.7, excluding sections defining Attributes.

Chapter 10, all except 10.1.1

References: Industry Frameworks:

Because there are simply too many relevant industry frameworks to cover in any detail, for this part of the examination they chose breadth over depth: Every BPM Practitioner needs to be aware of these widely used frameworks - the topic each covers, and highlights of the way each one organizes its domain - so the OCEB Fundamental examination covers these key characteristics, but does not go deeper. Many of the frameworks are covered by definition or description documents, referenced here, which may be downloaded free directly from their sponsoring organization's website. For Six Sigma and Balanced Scorecard, you will probably do equivalently well studying from the books listed here or from tutorial material that you locate by Internet search. Regulatory Compliance and Governance is a serious topic, and we think every BPM practitioner should be aware of both general aspects and a number of specific standard and regulatory frameworks including those covered here. The book listed would be an asset in any BPM practitioner's library, but is not the only source of reliable information on the topics covered.

Craig Gygi et al, *Six Sigma for Dummies*, Wiley, 2005. ISBN-10: 0764567985. Chapter 1, *Defining Six Sigma*, Introductory section; Chapter 3, *Pinpointing the Essentials of Six Sigma*, Introductory section and first section, *The Project Strategy: DMAIC*; Chapter 10, *Locking in the Gains*, covering basics of process control and control charts. **NOTE:** Any good introductory book or reference on Six Sigma will prepare you for the awareness-level coverage in the OCEB Fundamental examination.

[Purchase book here](#)

APQC Process Classification Framework, V 5.0.3, Pages 1-3. [Downloadable here.](#)

Supply Chain Council's Supply-Chain Operations Reference model (SCOR), v9.0, Pages 1-3 [Overview Booklet downloadable here..](#)

Introduction to the Value Reference Model (VRM), first two sections. [Downloadable here](#)

Robert S. Kaplan, David P. Norton, *The Balanced Scorecard: Translating Strategy into Action*. Harvard Business School Press, 1996. ISBN-10: 0875846513. Chapter 1. **NOTE:** Any good basic book or introductory article on Balanced Scorecard will cover the foundation material tested in the OCEB Fundamental Examination.

[Purchase book here](#)

Dorian, J Cougias et al, *Say What You Do: Building a Framework of IT Controls, Policies, Standards, and Procedures*. Shaser-Vartan, 2007. ISBN-10: 0972903968. Chapter 1; Chapter 2, pp 11-52, covering general aspects of regulatory compliance and governance, plus COBIT, Basel 2, and Sarbanes-Oxley.

[Purchase book here](#)