

HOPEX Digital Transformation Desktop User Guide

HOPEX V4



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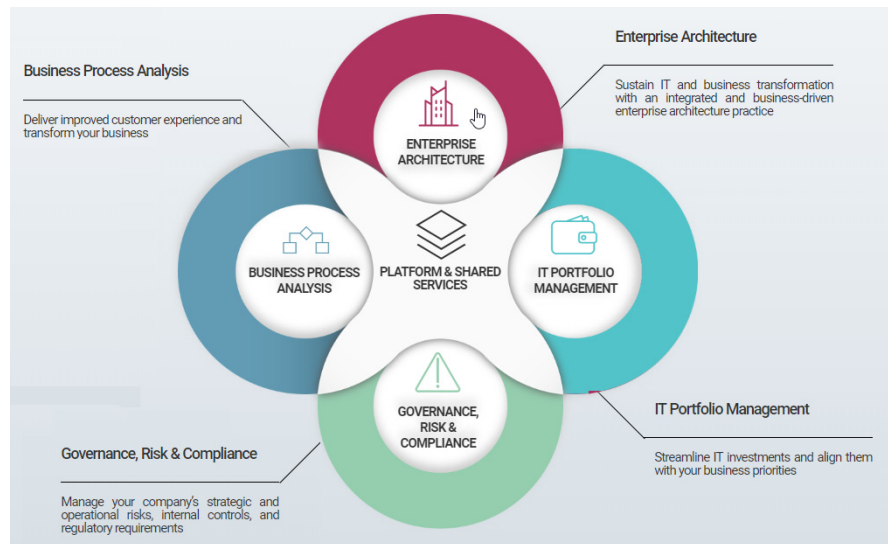
INTRODUCTION



The purpose of **HOPEX Digital Transformation Desktop** is to offer a unique entry point into the Enterprise Architecture solutions proposed by **HOPEX** suite.

PRESENTATION OF HOPEX Digital Transformation DESKTOP

HOPEX Digital Transformation Desktop enables the jointly use of several solutions provides by **HOPEX** suite.



HOPEX Business Process Analysis

The **HOPEX Business Process Analysis** solution provides **HOPEX Digital Transformation Desktop** with:

- The description of organizations that implement the business functions and/or the business capabilities identified in **HOPEX Business Architecture**;
- The description of organizational processes that implements the value streams identified in **HOPEX Business Architecture**.

In addition, **HOPEX Customer Journey** provides **HOPEX Digital Transformation Desktop** with the possibility to describe the acquisition process of a product or a service by a specific customer as a mapping of the customer journey.

HOPEX IT Architecture

The **HOPEX IT Architecture** solution provides **HOPEX Digital Transformation Desktop** with the possibilities to model the information system architecture according to a number of analysis perspectives:

- Description of application architecture offers a detailed view of information exchanges between applications, services, databases and organizational units.
- Description of information system technical infrastructure enables monitoring of applications deployment on the different enterprise sites.
- Description of complex systems involving different types of IT and non IT resources.

HOPEX Business Architecture and HOPEX IT Strategy

The **HOPEX Business Architecture** solution provides **HOPEX Digital Transformation Desktop** with possibility to support business transformation on the basis of the analysis of business capabilities and the enterprise model.

The **HOPEX IT Strategy** option provides **HOPEX Digital Transformation Desktop** with the possibilities to support the description, analysis and transformation projects of the IT system.

Combined with other **HOPEX** solutions, **HOPEX Business Architecture** and **HOPEX IT Strategy** are used to define organizational, application or infrastructure building blocks.

HOPEX Information Architecture

The **HOPEX Information Architecture** solution provides **HOPEX Digital Transformation Desktop** with the three levels of data modeling for an organization:

- Business (conceptual) level who integration with **HOPEX Information Architecture** is used to define the business function architecture concepts;
- Logical level for clients seeking to develop general business-oriented models with **HOPEX Logical Data**;
- Physical level for defining models intended to persist in a DBMS. It comprises detailed specifications for production of the physical diagram of the repository carried out with **HOPEX Database Builder**.

HOPEX IT Portfolio Management

The **HOPEX IT Portfolio Management** solution provides **HOPEX Digital Transformation Desktop** with:

- Aligning the application assets with business requirements;
- Reducing IS operating costs by removing applications no longer used;
- Managing technologies relating to applications;
- Identifying the business services covered by applications or application versions;
- Deciding on investments for maximum profits.

In addition:

- The **HOPEX CAST Highlight** option provides **HOPEX Digital Transformation Desktop** with the possibility to analyze the quality of the application code and issue alerts on any risks that might affect the portfolio;
- The **HOPEX IT PM BDNA Import** option provides **HOPEX Digital Transformation Desktop** with the import of up-to-date IT reference catalog of software and hardware information.

HOPEX Project Portfolio Management

The **HOPEX Project Portfolio Management** solution provides **HOPEX Digital Transformation Desktop** with facilities for project portfolio management (PPM). Project Portfolio Management (PPM) is an approach used by an organization to analyze the potential return of a set of projects.

In addition, **HOPEX Project Portfolio Management** provides a process for idea management with a view to improving the enterprise capabilities, or more generally any suggestion that impacts the transformation of the resource organization of the enterprise.

HOPEX Risk Mapper

The **HOPEX Risk Mapper** solution offers to **HOPEX Digital Transformation Desktop** a total visibility of operational risks, control points and value chains.

- *All **HOPEX** solutions concerning GRC (Governance, Risk and Compliance) will be available in the next version of **HOPEX Digital Transformation Desktop**.*

PREREQUISITES TO USING HOPEX DIGITAL TRANSFORMATION DESKTOP

HOPEX Digital Transformation Desktop is available after a Solution Pack import that provides access to:

- **Digital Transformation Administrator** and **Digital Transformation Architect** profiles,
- Dedicated work environment.
 - *The Solution Pack that you must import is compressed in the **HOPEX > Utilities > Solution Pack** installation folder. You must double-click the Solution Pack to extract it.*

To import the Solution Pack:

1. From **HOPEX Administration**, connect to the environment concerned.
2. Expand the **Repositories** folder.
3. Right-click the repository and select **Object Management Import a solution pack**.
The Solution Pack Import dialog box appears.
4. Select "Unified Desktop.exe" Solution Pack.
5. Click **OK**.
The MEGA XML Data Import dialog box displays import progress.
The selected Solution Pack is imported in the repository.

CONNECTING TO HOPEX DIGITAL TRANSFORMATION DESKTOP

To connect to **HOPEX Digital Transformation Desktop**:

1. Start the **HOPEX** application from its HTTP address.
 - *If you do not know this address, contact your administrator.*The connection page appears.
2. In the **Login** field, enter your identifier.
3. (If you have a password) In **Password** field, enter your password.
4. In the drop-down menu for environments, select your environment.
 - *If you can access one environment only, this is automatically taken into account and the environment selection field does not appear.*
5. Click **Sign in**.
When you have been authenticated, a new dialog box appears.
6. In the drop-down menu for repositories, select your work repository.
 - *If you can access only one repository, this is automatically taken into account.*
7. In the profile drop-down menu, select the profile with which you want to work.
For more information on profiles, see "[HOPEX Digital Transformation Desktop Profiles](#)", page 6.
 - *If you can access only one repository, this is automatically taken into account.*
8. Click **Privacy Policy**, read the confidentiality policy, then select **I have read and accept the privacy policy**.
The **LOGIN** button is active.
 - *When you have read and accepted the confidentiality policy, a certificate is automatically linked to your person and this step is not required again.*
9. Click **LOGIN**.
 - *Click **Back** if you want to return to the authentication dialog box.*Your desktop home page appears and a session is opened.
 - *After a certain period of inactivity, you are disconnected from the desktop. To reconnect, repeat the steps of the procedure above. This inactivity period is configured by the portal administrator.*

HOPEX Digital Transformation Desktop Profiles

In **HOPEX Digital Transformation Desktop**, there are two default profiles with which rights and accesses are associated. These profiles are an aggregation of the profiles proposed by the **HOPEX** solutions to which you have access.

These profiles are:

- **Digital Transformation Architect;**
- **Digital Transformation Functional Administrator.**
 - To switch to another profile without logging out, see ["Switching Between Profiles"](#), page 15:

Digital Transformation Architect

The digital transformation architect is the business user profile of the **HOPEX Digital Transformation Desktop** solution.

He is responsible for creation and structuring data relating to Enterprise Architecture.

If your license allows, and so that the users connected to this profile can integrate their work, the digital transformation architect can also access the objects and main functionalities of the **HOPEX Business Architecture**, **HOPEX Business Process Analysis**, **HOPEX IT Architecture**, **HOPEX Information Architecture**, **HOPEX IT Portfolio Management** and **HOPEX Risk Mapper** solutions via the **HOPEX Digital Transformation Desktop**.

- For more details on the profile desktop, see ["Digital transformation functional administrator desktop"](#), page 12.

Digital Transformation Functional Administrator

The **digital transformation functional administrator** has extended rights on all managed objects. This profile is also in charge of the work organization of digital transformation architects.

- He/she manages the creation of users and their assignment to profiles;
- The functional administrator creates enterprises and identifies the **HOPEX** repository objects that are part of the scope;
- He/she defines **working environments** that constitute the entry points of the **HOPEX Digital Transformation Desktop**;
- This profile specifies the participants in the enterprise as well as the role of each.

- For more details on this administration profile desktop, see ["Digital transformation functional administrator desktop"](#), page 12.

HOPEX DIGITAL TRANSFORMATION DESKTOP

PRESENTATION

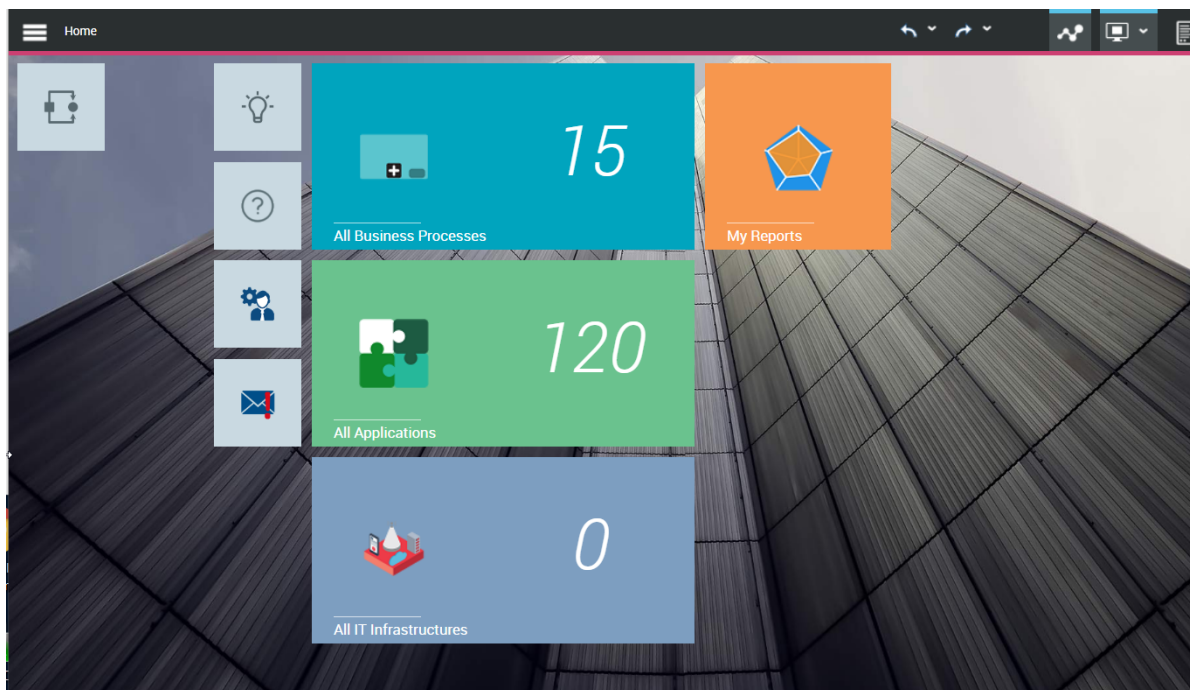
- **HOPEX Digital Transformation Desktop** is mainly intended for HOPEX web users. Desktops described in this guide are accessible only to HOPEX Web desktop.

The menus and commands available in **HOPEX Digital Transformation Desktop** depend on the product licenses that you have and on the profile with which you are connected.



- To switch to another desktop without logging out from "[Switching Between Profiles](#)", [page 15](#):

Home Page


All **HOPEX Digital Transformation Desktop** users have access to the **Home** page that provides access to the tiles used in Enterprise Architecture.



The tiles of **HOPEX Digital Transformation Desktop Home** page are:

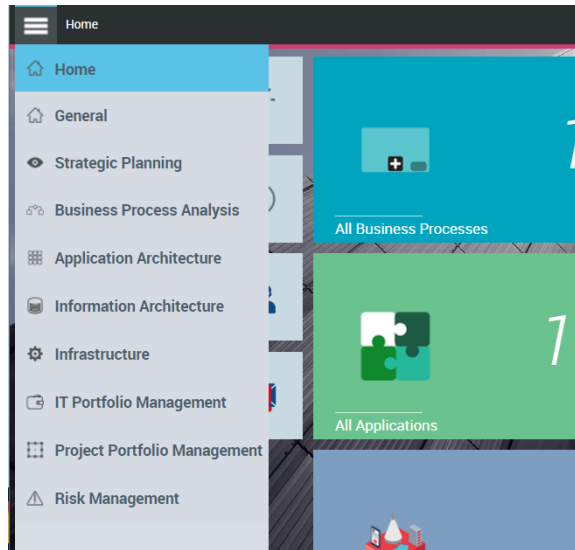
- **My workflows:** gives access to the list of your active or completed workflows.
 - See chapter "Using workflows" in the **HOPEX Common Features** guide.
- **My Reports:** gives access to all reports improving a better understanding of models.
 - For more details on the use of these reports, see "Generating Reports" chapter in **HOPEX Common Features** guide.
- **New Idea**  to access idea management.
 - See the chapter "managing Ideation" in **HOPEX Common Features** guide.
- **Help**  to access the **HOPEX** documentation.
- **Alert Management**  to access the management of your alerts.
 - See "Managing your Alerts on an Object Modification" chapter in the **HOPEX Common Features** guide.
- **Option**  to access to **HOPEX** options.

The standard business tiles are:

- **All Business processes:** provides access to the list of all processes of your enterprise.
 - See "Using HOPEX Business Process Analysis", page 29.
- **All applications:** provides access to the list of applications of your enterprise.
 - See "Using HOPEX IT Architecture", page 34.
- **IT infrastructures:** provides access to the list of all IT infrastructures of your enterprise.
 - See "Using HOPEX IT Architecture", page 34.
- A add tile button .
 - See "Adding a tile to your home page" chapter in the **HOPEX Common Features** guide.

Digital transformation architect desktop

The users connected to this profile have access to the panes associated to the solutions proposed in **HOPEX Digital Transformation Desktop**.



The General pane

The **General** pane provides access to the following menus:

- **Hierarchy**: provide access to a hierarchical tree that aggregates all the trees of each solution.
 - For more details on these hierarchical trees, see ["Using solutions with HOPEX Digital Transformation Desktop", page 23.](#)
- **Tools**: provides access to the group of tools available for each solution.
 - For more details on these tools, see ["Using solutions with HOPEX Digital Transformation Desktop", page 23.](#)
- **Reports**: enabling access to the group of reports available for each solution.
 - For more details on the use of these reports, see ["Generating Reports" chapter in HOPEX Common Features guide.](#)

- **Idea Management:** which enables access to all the functionalities dedicated to the management of evolution projects ideas.
 - For more details on managing Ideation, see ["Managing Ideas with HOPEX Digital Transformation Desktop"](#), page 49.
- **Collaboration Overview:** which enables access to all collaborative tools provided by **HOPEX**.
 - For more details on the use of collaborative tools, see ["Accessing collaboration in HOPEX"](#) chapter in the **HOPEX Common Features** guide.
- **History:** which contains all the objects you access or modify.
 - For more details on the use of history, see ["Using the History"](#) chapter in **HOPEX Common Features** guide.
- **Favorites:** to access to important objects and to usual actions.
 - For more details on the use of favorites, see ["Managing Favorites"](#) chapter in the **HOPEX Common Features** guide.

The Strategic Planning pane

The **Strategic Planning** pane provides access to the facilities of the **HOPEX Business Architecture** solution.

- See ["Using HOPEX Business Architecture and HOPEX IT Strategy"](#), page 24.

The Business Process Analysis pane

The **Business Process Analysis** pane provides access to the facilities of the **HOPEX Business Process Analysis** solution.

- See ["Using HOPEX Business Process Analysis"](#), page 29.

The Application Architecture pane

The **Application Architecture** pane provides access to the to the facilities of the HOPEX IT Architecture solution.

- See ["Using HOPEX IT Architecture"](#), page 34.

The Information Architecture pane

The **Information Architecture** provides access to the facilities of the **HOPEX Information Architecture** solution.

- See ["Using HOPEX Information Architecture"](#), page 39.

The Infrastructure pane

The **Infrastructure** pane provides access to the facilities of the HOPEX IT Architecture solution.

- See ["Accessing the infrastructure elements with HOPEX Digital Transformation Desktop"](#), page 37.

The IT Portfolio Management Pane

The **IT Portfolio Management** pane provides access to the facilities of the **HOPEX IT Portfolio Management** solution.

- See ["Using HOPEX IT Portfolio Management", page 42.](#)

The Project Portfolio Management Pane

The **Project Portfolio Management** pane provides access to the facilities of the **HOPEX Project Portfolio Management** solution.

- See ["Using HOPEX Project Portfolio Management", page 47.](#)

The Risk Management Pane

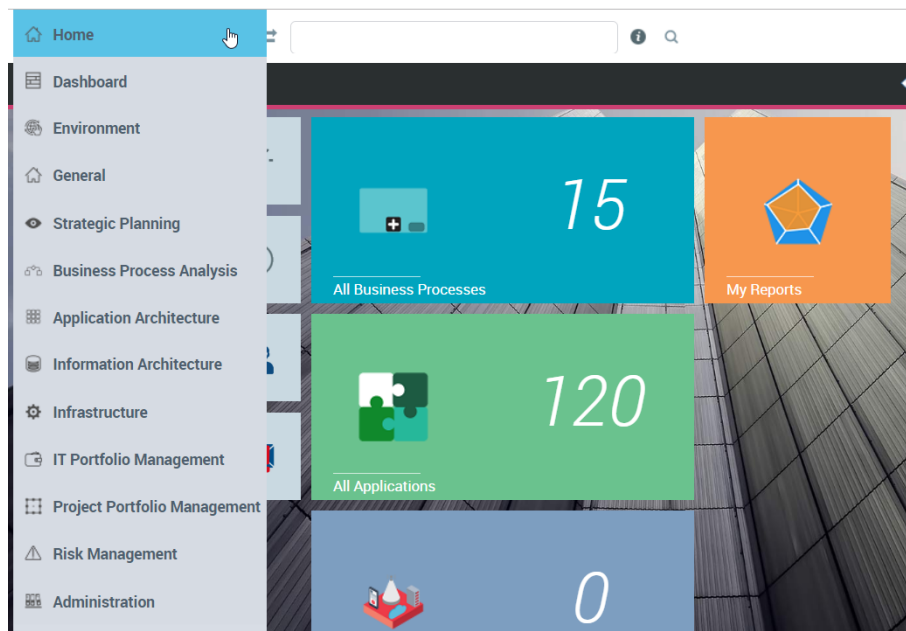
The **Risk Management** pane provides access to the facilities of the **HOPEX Risk Mapper** solution.

- See ["Using HOPEX Risk Mapper", page 51.](#)

Digital transformation functional administrator desktop

In addition to navigation panes provided for the **digital transformation architect**, the **digital transformation functional administrator** has access to:

- The **Environment** pane
- The **Administration** pane



The Environment pane

The **Environment** pane provides access to the working context management features.

- See ["Defining a Work Context", page 16](#).

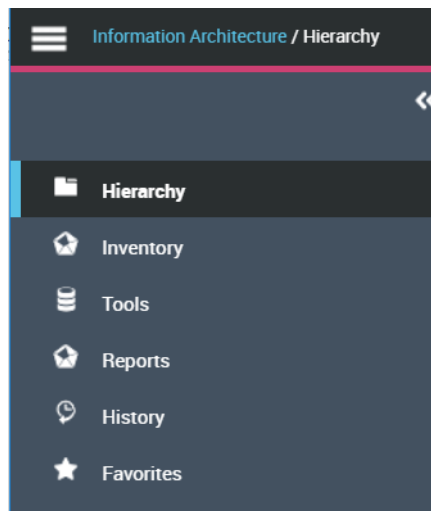
The Administration pane

The **Administration** pane provides access to the users and profiles management features.

- For more details on the management users, see ["Managing users"](#) chapter in guide **HOPEX Common Features**.

Presenting the second levels of the navigation tree

Whatever the solution selected at the first level of the navigation tree, the **HOPEX Digital Transformation Desktop** users have access the menu identically presented.



- **Hierarchy**, enabling access to the solution hierarchical tree.
 - For more details on these hierarchical trees, see *"Using solutions with HOPEX Digital Transformation Desktop", page 23.*
- **Inventory**, enabling access to the list of main objects used in the solutions.
 - For more details on the each solution inventory, see *"Using solutions with HOPEX Digital Transformation Desktop", page 23.*
- **Tools**, enabling access to the tools provided in the solutions.
 - For more details on these tools, see *"Using solutions with HOPEX Digital Transformation Desktop", page 23.*
- **Reports**, enabling access to the group of reports available for each solution.
 - For more details on the use of these reports, see *"Generating Reports" chapter in HOPEX Common Features guide.*
- **History**, which contains all the objects you access or modify.
 - For more details on the use of history, see *"Using the History" chapter in HOPEX Common Features guide.*
- **Favorites**, to access to important objects and to usual actions.
 - For more details on the use of favorites, see *"Managing Favorites" chapter in the HOPEX Common Features guide.*

USEFUL FACILITIES OF HOPEX DIGITAL TRANSFORMATION DESKTOP

- For more details on using the Web platform for **HOPEX** solutions, see the **HOPEX Common Features** guide.

Switching Between Profiles

Using the **HOPEX Digital Transformation Desktop**, you can access to any solution desktop, without logging out, just by switching to another profile.

For example, you can switch to a specific profile:

1. Select **Main Menu > Switch Profile**.
2. Select the profile with which you want to connect.
3. (If you made modifications in your private workspace) Click:
 - **Yes**, to save your modifications in the repository.
 - **No**, if you do not want to save in the repository the modifications you made since your last dispatch. Modifications to your desktop are also lost.

The desktop associated with the selected profile is displayed.


- Click **Cancel** to stay in your private workspace.

Using property pages

Displaying the properties window on a permanent basis

You can choose to display the property windows in **HOPEX** on a permanent basis so as to view immediately the properties of an object.

To display the properties window on a permanent basis:

1. Click the **Properties**  button on the top right-hand side.
The **Properties** window appears in the Edit Area.
2. Select an object.
Its properties appear.

Contents of a property page

The property pages of an object can vary from an **HOPEX** solution to another. **HOPEX Digital Transformation Desktop** provides property pages available for

several solutions. These pages are different from the property pages specific to only one solution.

- Using the facilities described in the **HOPEX Power Studio** guide, you can modify the property pages of your enterprise.

Defining a Work Context

With **HOPEX Digital Transformation Desktop**, the work context can be defined only by a **Digital Transformation Functional Administrator**.

- For more details on managing your work context, see the "Enterprises and Libraries" chapter in the **HOPEX Common Features** guide.

A **library** and an **enterprise** are used to represent a unique work context.

In the context of the **HOPEX Digital Transformation Desktop** solution, a **library** can hold all the elements of your project: processes and org-units, for example.

-) Libraries are collections of objects used to split repository content into several independent parts. They allow creation of virtual partitions of the repository. In particular, two objects owned by different libraries can have the same name.

An **Enterprise** is used to represent a work context.

-) An enterprise is a purposeful undertaking, an effort conducted by one or more organizations, aiming at delivering goods and services, in accordance with the enterprise mission in its changing environment. In the course of its development, the enterprise must adapt to its environment and establish the transformation objectives and goals to be achieved as well as the strategic action plans used to achieve these objectives. The development and achievement of the different adaptation and transformation stages can lead to a modification of the organization's boundaries. This requires the implementation of an integrated team, under the responsibility of a governing body, to involve the stakeholders in the transformation.

Accessing the list of libraries

To access the list of libraries from the **Environment** navigation pane:

- > Select **Enterprises > Container Tree View**.

The library tree appears.

- The **Environment** navigation pane can be accessed with the **Digital Transformation Functional Administrator** profile.

Creating a Library

To create a library from the **Environment** navigation pane:

1. Click **Enterprises > Container Tree View** in the navigation menu. The library tree appears.

- The **Environment** navigation pane can be accessed with the **Digital Transformation Functional Administrator** profile.

2. Right-click the **Library** folder and select **New > Library**. A **Library** creation dialog box opens.
3. Specify the the name of the library.
4. If appropriate, enter the name of the **Owner**.

5. Click **OK**.
The library appears in the tree.

Accessing the list of enterprises

To access the list of enterprises from the **Environment** navigation pane:

- > Select **Inventory > Enterprises**.
The list of enterprises is displayed.
 - The **Environment** navigation pane can be accessed with the **Digital Transformation Functional Administrator** profile.

Creating an enterprise

To create an enterprise, you must:

- Creating an enterprise with specific transformation type.
- Specifying the working environment associated to your enterprise.

To create an enterprise from the **Environment** navigation pane:

1. Select **Inventory > Enterprises** in the navigation menu.
The list of enterprises is displayed.
2. Click the **New** button.
An enterprise creation dialog box opens.
3. Specify the name of the enterprise.
4. Click the **IT Transformation** or **Business Transformation** or **Other** check box.
5. Click **OK**.

To specifying the working environment associated to your enterprise:

1. Select **Inventory > Enterprises** in the navigation menu.
The list of enterprises is displayed.
2. Select the enterprise that interests you and open its property **Working Environment Assignment** page.
3. In the **Working Environment** section, click the **New** button.
4. In the **Working Environment Template** field, select **Unified Desktop - Digital Transformation**.
5. Click **OK**.

- For more details on the working environments, see the "Managing an enterprise" chapter from the **HOPEX Common Features** guide.

Choosing a Work Environment

A single user can be assigned to more than one enterprise.

To access the list of enterprises that are assigned to you:

1. Scroll the **Main Menu** and select **Change Work Environment**.
The list of enterprises assigned to you appear.
2. Select the enterprises on which you want to work.

ABOUT THIS GUIDE

This guide explains how to make best use of **HOPEX Digital Transformation Desktop** to ensure efficient management of your Enterprise Architecture.

Additional Resources

This guide is supplemented by:

- the **HOPEX Common Features** guide describes the Web interface and tools specific to **HOPEX** solutions.
 - *It can be useful to consult this guide for a general presentation of the interface.*
- The **HOPEX Business Architecture** guide, which describes the functionalities proposed to enterprise transformation;
- The **HOPEX Business Process Analysis** guide, which describes the functionalities proposed to manage processes;
- The **HOPEX IT Architecture** guide, which describes the functionalities proposed IT systems;
- The **HOPEX Information Architecture** guide, which describes the functionalities offered for the enterprise data modeling;
- The **HOPEX IT Portfolio Management** guide, which describes functions proposed to manage all your applications;
- The **HOPEX Risk Mapper** guide, which describes the functionalities proposed to take enterprise risks;
- The **HOPEX Assessment** guide, which describes functions proposed by **HOPEX** to use and customize assessment questionnaires.
- the **HOPEX Power Supervisor** administration guide.

Conventions used in the guide

- *Remark on the preceding points.*
-) *Definition of terms used.*
- M *A tip that may simplify things.*
- . *Compatibility with previous versions.*
- P **Things you must not do.**



Very important remark to avoid errors during an operation.

Commands are presented as seen here: **File > Open.**

Names of products and technical modules are presented in bold as seen here:
HOPEX.



USING SOLUTIONS WITH HOPEX DIGITAL TRANSFORMATION DESKTOP



After having described the current state and analyzing the suitability between the business capabilities of the enterprise and its business functions, this step consists in drawing up the list of drivers identified by the stakeholders and assessing them to establish the list of enterprise goals.

The following points are covered here:

- 6 ["Using HOPEX Business Architecture and HOPEX IT Strategy", page 24.](#)
- 6 ["Using HOPEX Business Process Analysis", page 29.](#)
- 6 ["Using HOPEX IT Architecture", page 34.](#)
- 6 ["Using HOPEX Information Architecture", page 39.](#)
- 6 ["Using HOPEX IT Portfolio Management", page 42.](#)
- 6 ["Using HOPEX Project Portfolio Management", page 47.](#)
- 6 ["Using HOPEX Risk Mapper", page 51.](#)
- 6 ["Using HOPEX Business Architecture and HOPEX IT Strategy", page 24.](#)

USING HOPEX BUSINESS ARCHITECTURE AND HOPEX IT STRATEGY

Combined with other **HOPEX** solutions, **HOPEX Business Architecture** and **HOPEX IT Strategy** are used to define organizational, application or infrastructure building blocks.

The **HOPEX Business Architecture** solution provides **HOPEX Digital Transformation Desktop** with possibility to support business transformation on the basis of the analysis of business capabilities and the enterprise model.

- **HOPEX Business Architecture** is only available if you have the **HOPEX Business Architecture [HBAS]** key.
- For more information on the method embedded in the **HOPEX IT Strategy** solution, see ["The HOPEX Business Architecture method"](#), page 7 in the **HOPEX Business Architecture** guide.

In addition, the **HOPEX IT Strategy** option provides **HOPEX Digital Transformation Desktop** with the possibilities to support the description, analysis and transformation projects of the IT system.

- This option is available if you have the **HOPEX IT Strategy [HITS]** key.

Before starting a transformation project with HOPEX Digital Transformation Desktop

In the context of the **HOPEX Business Architecture** solution, a *library* can hold all the elements of your project: processes and org-units, for example.

-) *Libraries are collections of objects used to split repository content into several independent parts. They allow creation of virtual partitions of the repository. In particular, two objects owned by different libraries can have the same name.*

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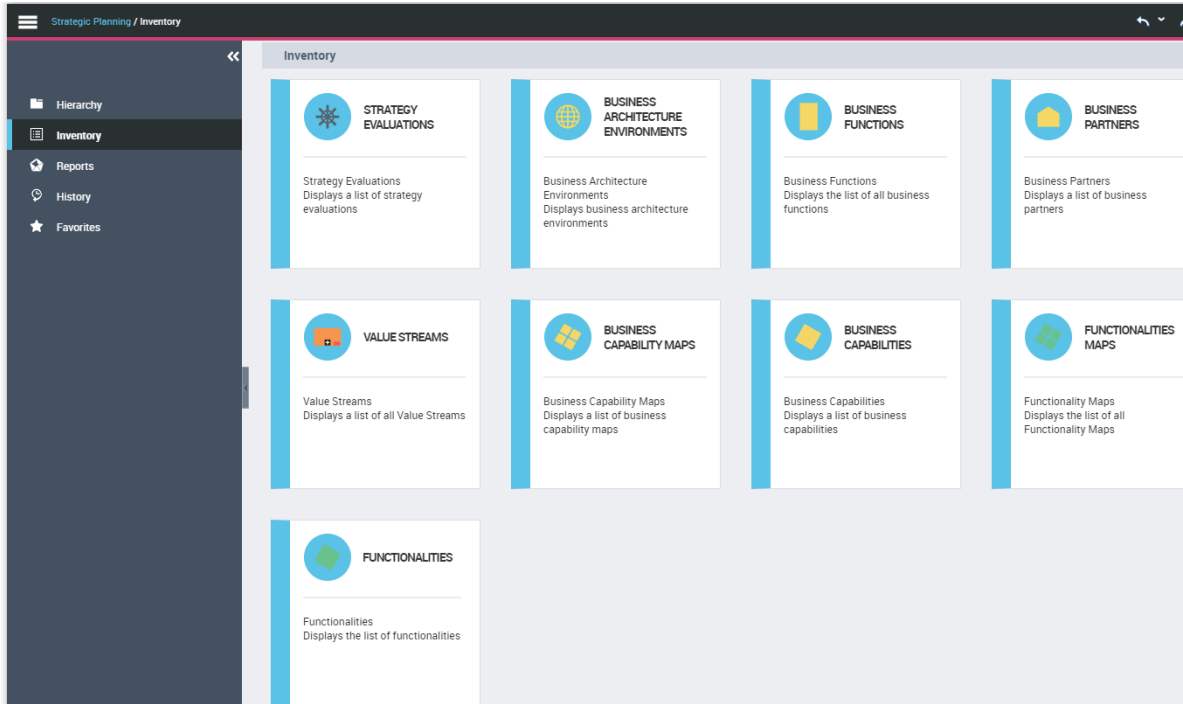
Before starting, you must define a unique work context by creating an *enterprise*.

- For more information on managing your work context, see ["Defining a Work Context"](#), page 17.

Describing Business Capabilities and the existing architecture with HOPEX Digital Transformation Desktop

To access elements describing business capabilities and architecture:

1. Click the navigation menu, then **Strategic Planning**.
2. In the navigation pane, click **Inventory**.



The list of main tiles for the transformation projects management appears.

- **Business Capabilities**
 -) .A business capability is a set of features that can be made available by a system (an enterprise or an automated system).
 - See "[Describing a business capability](#)", page 43 in **HOPEX Business Architecture** guide.
- **Business capability maps,**
 -) A business capability map is a set of business capabilities with their dependencies that, together, define a framework for an enterprise stage.
 - See "[Building the Business Capability Map](#)", page 40 in **HOPEX Business Architecture** guide.
- **Business architecture environment,**
 -) A business architecture environment represents the relationships of a business functional area with its partners.
 - See "[Managing a business architecture environment](#)", page 47 in **HOPEX Business Architecture** guide.
- **Business functions.**
 -) A business function is a conceptual unit of the division of responsibilities in an enterprise. It is used to structure the management of information processing, energy, and equipment produced or used. Business functions define the skills and the functionalities necessary to the enterprise to fulfill its mission.
 - See "[Describing business functions](#)", page 55 in **HOPEX Business Architecture** guide.
- **Business partners,**
 -) A business partner designates a third-party who is in relation with the enterprise within the framework of a given business architecture environment. Examples: private sector client, regulatory organization, supplier.
 - See "[Describing Business Partners](#)", page 55 in **HOPEX Business Architecture** guide.
- **Functionalities and Functionality Maps,**
 -) A functionality is a service required by an org-unit in order to perform its work. This functionality is generally necessary within an activity in order to execute a specific operation. If it is a software functionality, it can be provided by an application.
 -) A functionality map is a set of functionalities with their dependencies that, jointly, define the scope of a hardware or software architecture.
 - See "[Describing Business Partners](#)", page 55 in **HOPEX Business Architecture** guide.
- **Value streams,**
 -) A value stream is an end-to-end collection of Value Stages that creates an outcome for a customer, who may be the ultimate customer or an internal end-user of the value stream.
 - See "[Describing value streams](#)", page 62 in **HOPEX Business Architecture** guide.

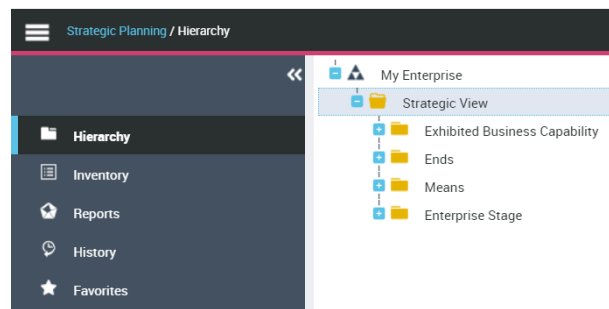
Accessing the transformation strategic elements with HOPEX Digital Transformation Desktop

- For more information on the strategic view of an enterprise, see ["Defining the strategic transformation elements"](#), page 82 in the **HOPEX Business Architecture** guide.

To access objects dedicated to strategic view of your enterprise projects:

1. Click the navigation menu, then **Strategic Planning**.
2. In the navigation pane, click **Hierarchy**.
The tree of transformation strategic elements is displayed.

- For more information on creating an Enterprise, see ["Defining a Work Context"](#), page 17.



Using this tree, and in compliance with the method, you can refer to *drivers* to deduce the enterprise *goals*.

-) A business driver is an expectation expressed by a client, a partner or provider with respect to the enterprise.

- For more details on transformation drivers, see ["Handling transformation drivers"](#), page 76 in the **HOPEX Business Architecture** guide.

-) A goal tends to be longer term, and defined qualitatively rather than quantitatively. It should be narrow-focused enough that goals can be defined for it.

The description of the operational systems of the enterprise and the transformation driver analysis enable to schedule the changes foreseen to reach the enterprise goals and thus define the *means* of action (strategies and tactics) to be

implemented with a view to achieving the defined **ends** and specify the **exhibited business capabilities** for each enterprise stage:

- **Ends,**
 - See *"Identifying the transformation ends", page 83 in HOPEX Business Architecture guide.*
- **Means,**
 - See *"Defining Means", page 84 in HOPEX Business Architecture guide.*
- **Exhibited business capabilities.**
 -) An exhibited business capability is measurable objectively within the framework of an enterprise stage, on a defined geopolitical scope (site), and focused on a given market segment (business partner).
 - See *"Managing exhibited business capabilities", page 90 in HOPEX Business Architecture guide.*

Managing your IT system transformation projects with HOPEX Digital Transformation Desktop

HOPEX IT Strategy option is based on the tools of the **HOPEX Digital Transformation Desktop** platform as well as the method embedded in the **HOPEX Business Architecture** solution to support the description, analysis and transformation projects of the IT system.

For more information on the method embedded in the product, see *"Managing IT transformation", page 95.*

To access IT architecture elements with **HOPEX Digital Transformation Desktop**;

1. Click the navigation menu, then **Application Architecture**.
2. In the navigation pane, click **Hierarchy**.
3. Expand the folder **Strategic Alignment**.
Two sub folders allow you to define the **Business capability maps** and the **Functionality maps**.
 - See *"Describing the functionality map", page 61 in the HOPEX Business Architecture guide.*
 - See *"Building the Business Capability Map", page 40 in the HOPEX Business Architecture guide.*
 - For more details on describing the architecture of your IT System, see *"Using HOPEX IT Architecture", page 34.*

USING HOPEX BUSINESS PROCESS ANALYSIS

The **HOPEX Business Process Analysis** solution provides **HOPEX Digital Transformation Desktop** with the facilities for:

- Organizers in improving and redesigning enterprise business processes;
- Quality engineers in the description of the business processes of their organization.
 - *This product is available if you have the **HOPEX Business Process Analysis [HBPA]** key.*

For more details on **HOPEX Business Process Analysis**, see the chapter ["Introduction to HOPEX Business Process Analysis", page 9.](#)

In addition, **HOPEX Customer Journey** provides **HOPEX Digital Transformation Desktop** with the possibility to describe the acquisition process of a product or a service by a specific customer as a mapping of the customer journey.

- *This option is available with **HOPEX Customer Journey [HC]** key.*

Managing your organization with HOPEX Digital Transformation Desktop

HOPEX Business Process Analysis provides facilities for:

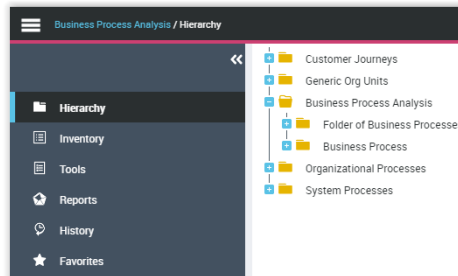
- Description of the detailed organization of operations during execution of organizational processes, and the participation of each of the enterprise org-units in these;
- Description of product or service offerings proposed by enterprise;
- Description of enterprise value streams;
- Description of the enterprise organizational chart;
- Identification of the risks linked to the enterprise processes;
- Detailing of information system requirements involved in these application business processes. It is then possible to draw a map of the enterprise organization and information system (in conjunction with **HOPEX IT Architecture**).

Accessing the organization elements with HOPEX Digital Transformation Desktop

To access the list of main elements defining your organization:

1. Click the navigation menu, then **Business Process Analysis**.

2. In the navigation pane, click **Hierarchy**.
The tree of main elements describing your organization is displayed.

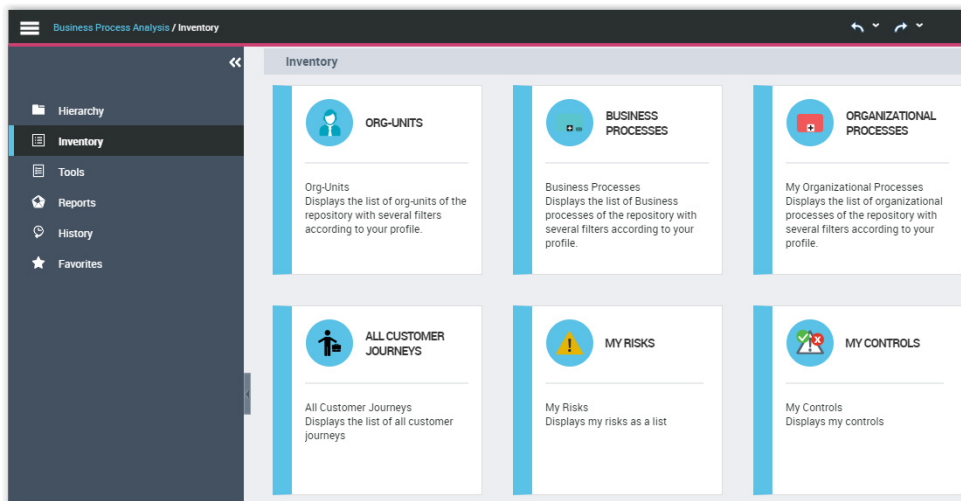


For more information on these elements, see the **HOPEX Business Process Analysis** guide.

Accessing the HOPEX Business Process Analysis elements

To access objects dedicated to your enterprise organization modeling:

1. Click the navigation menu, then **Business Process Analysis**.
2. In the navigation pane, click **Inventory**.



A list of tiles is proposed to help you to manage your organization elements:

- **Org-Units;**

) An org-unit represents a person or a group of persons that intervenes in the enterprise business processes or information system. An org-unit can be internal or external to the enterprise. An internal org-unit is an organizational element of enterprise structure such as a management, department, or job function. It is defined at a level depending on the degree of detail to be provided on the organization (see org-unit type). Example: financial management, sales management, marketing department, account manager. An external

*org-unit is an external entity that exchanges flows with the enterprise.
Example: customer, supplier, government office.*

- See *"Organizational Charts and Responsibilities"*, page 117 in the **HOPEX Business Process Analysis** guide.

- **Business processes;**

) A business process represents a system that offers products or services to an internal or external client of the company or organization. At the higher levels, a business process represents a structure and a categorization of the business. It can be broken down into other processes. The link with organizational processes will describe the real implementation of the business process in the organization. A business process can also be detailed by a functional view.

- See *"Business processes"*, page 79 in the **HOPEX Business Process Analysis** guide.

- **Organizational processes;**

) An organizational process is a set of operations performed by org-units within a company or organization, to produce a result. It is depicted as a sequence of operations, controlled by events and conditions.

- See *"Organizational Processes"*, page 39 in the **HOPEX Business Process Analysis** guide.

- **My risks and My controls;**

) A risk is a hazard of greater or lesser probability to which an organization is exposed.

) A control is a set of rules and means enabling the assurance that a legal, regulatory, internal or strategic requirement is respected.

- See *"Using HOPEX Risk Mapper"*, page 51.

- **All customer journeys;**

) A customer journey is used to describe and organize all interactions between the enterprise and a persona for a given result.

- See *"Building customer journeys with HOPEX Digital Transformation Desktop"*, page 32.

Managing the organization tools with HOPEX Digital Transformation Desktop

HOPEX Business Process Analysis is used to specify, implement and follow up *action plans*, *Requests For Change* and *evaluations*.

) An action plan comprises a series of actions, its objective being to reduce risks and events that have a negative impact on company activities.

- See *"Using Requests For Change"*, page 556 in the **HOPEX Business Process Analysis** guide.

) A change request allow users to request a modification on one or more repository objects. Depending on workflow configuration, users

receive an e-mail or a notification to inform them of the request for change.

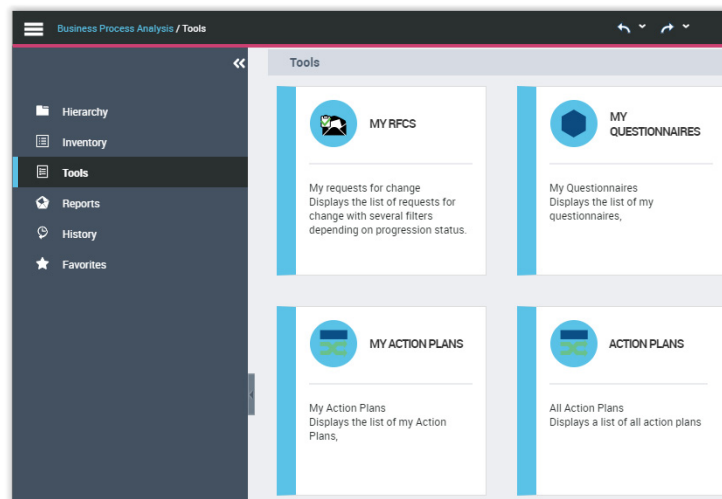
- See ["Action Plans with HOPEX Business Process Analysis"](#), page 167 in the **HOPEX Business Process Analysis** guide.

) An assessment is a mechanism used to receive feedback (qualitative or quantitative) from an identified population on identified objects. The assessment is then supplemented by results analysis tools.

- See ["Assessments With HOPEX Business Process Analysis"](#), page 129 in the **HOPEX Business Process Analysis** guide.

To access objects dedicated to your enterprise organization modeling:

1. Click the navigation menu, then **Business Process Analysis**.
2. In the navigation pane, click **Tools**.



A list of tiles is proposed to help you to use the tools dedicated to the management of your organization models.

Building customer journeys with HOPEX Digital Transformation Desktop

The **HOPEX Customer Journey** module is used to represent the acquisition process of a product or a service by a specific customer. Mapping a customer journey provides an overview of customer expectations, painpoints encountered, and the resources used at each step of the journey. Last but not least, touchpoints, which are the points of interaction between the customer and the company, are used to measure and improve overall customer satisfaction.

) A customer journey is used to describe and organize all interactions between the enterprise and a persona for a given result.

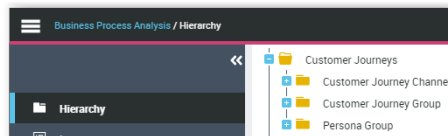
) A persona corresponds to a customer segment targeted by the experience of the client journey. The resources implemented to give customers the ability to interact with the enterprise and its

environment, to acquire the expected results, are supported by the interaction channels.

- For more details on description of customer journey, see "[The customer journey](#)", page 137 in the **HOPEX Business Process Analysis** guide.

To use the facilities for the customer journey management available in **HOPEX Digital Transformation Desktop**:

1. Click the navigation menu, then **Business Process Analysis**.
2. In the navigation pane, click **Hierarchy**.
A dedicated tree helps you to start the description of your customer journey elements.



USING HOPEX IT ARCHITECTURE

The **HOPEX IT Architecture** solution provides **HOPEX Digital Transformation Desktop** with the possibilities to model the information system architecture according to a number of analysis perspectives:

- Description of application architecture offers a detailed view of information exchanges between applications, services, databases and organizational;
- Description of information system technical infrastructure enables monitoring of applications deployment on the different enterprise;
- Description of complex systems involving different types of IT and non IT;
- Description of the logical architecture of an information system to describe the functional architecture independently of the technical architecture.

- This product is available if you have the **HOPEX IT Architecture V2 [HITAC]** key.

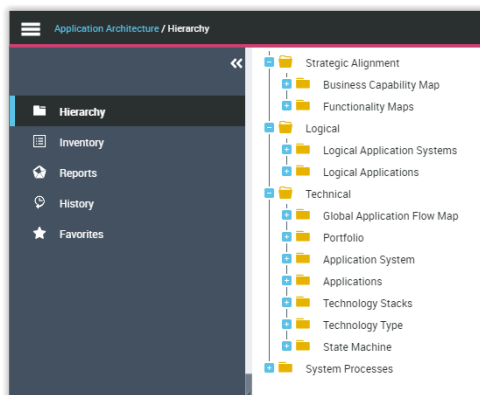
. If you have a deprecated key of **HOPEX IT Architecture [ARC]**, the concepts provided with the product will be displayed in addition with the concepts provided with **HOPEX IT Architecture V2 [HITAC]** key.

For more information on the **HOPEX IT Architecture V2** solution, see ["Introduction to HOPEX IT Architecture V2", page 15.](#)

Accessing your IT architectures with HOPEX Digital Transformation Desktop

To access the elements that are part of your IT architectures:

1. Click the navigation menu, then **Application Architecture**.
2. In the navigation pane, click **Hierarchy**.
A tree with the different architecture levels is displayed.

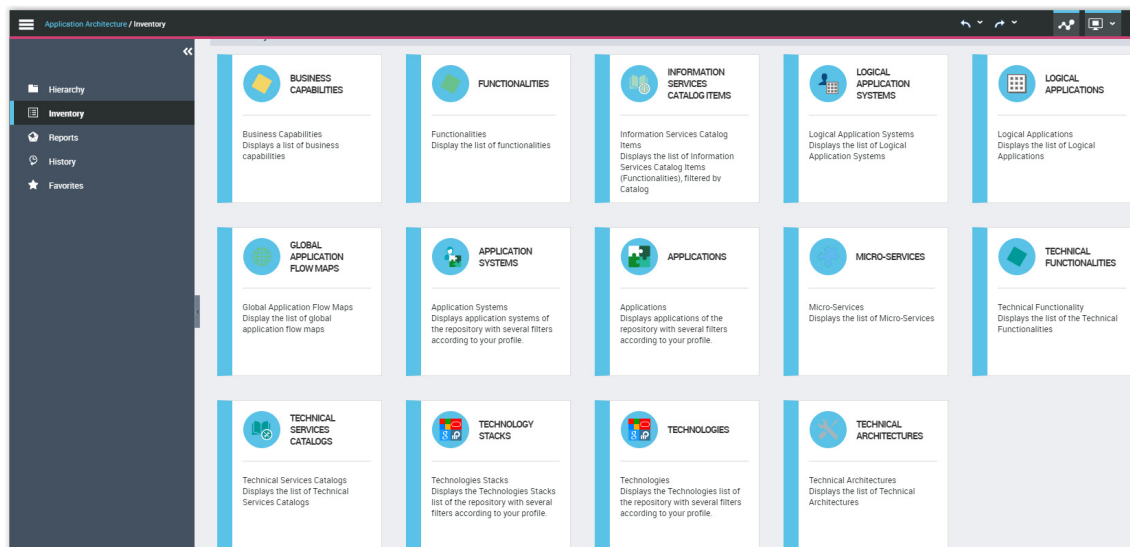


- The **Strategic Alignment** folder enables the definition of *Business capability maps* and *Functionality Maps* in order to prepare for the transformation of your enterprise.
 - See *"Describing Business Partners"*, page 55 in the **HOPEX Business Architecture** guide.
 - See *"Building the Business Capability Map"*, page 40 in the **HOPEX Business Architecture** guide.
 - See *"Managing IT transformation"*, page 95 in the **HOPEX IT Architecture** guide.
- The **Logical** folder provides access to the list of elements of your logical architecture.
 - See *"Modeling Business Capabilities and the logical application architecture"*, page 71 in the **HOPEX IT Architecture** guide.
- The **Technical** folder provides access to the list of elements of the technical architecture.
 - See *"Modeling Technical and Functional Architectures"*, page 93 in the **HOPEX IT Architecture** guide.

Accessing your IT architectures elements with HOPEX Digital Transformation Desktop

To access your enterprise architecture objects:

1. Click the navigation menu, then **Application Architecture**.
2. In the navigation pane, click **Inventory**.



A list of tiles is proposed to help you to manage your IT Architecture elements:

- **Business Capabilities** and **Functionalities** enable you to manage IT transformation projects with the **HOPEX IT Strategy** option.
 -) *.A business capability is a set of features that can be made available by a system (an enterprise or an automated system).*
 -) *A functionality is a service required by an org-unit in order to perform its work. This functionality is generally necessary within an activity in order to execute a specific operation. If it is a software functionality, it can be provided by an application.*
 - See "[Managing IT transformation](#)", page 95 in the **HOPEX IT Architecture** guide.
- **Logical Applications** and **Logical Application systems** enable you to manage your logical architecture elements.
 -) *A logical application is a set of application functionalities that is independent of a particular implementation. For example, the classification of all purchase request processing applications implemented in an enterprise.*
 -) *A logical application system is an assembly of other application architectures, logical applications and end users, interacting with application components to implement one or several functions.*
 - See "[Modeling Business Capabilities and the logical application architecture](#)", page 71 in the **HOPEX IT Architecture** guide.
- **Applications;**
 -) *An application is a software component that can be deployed and provides users with a set of functionalities.*
 - See "[Describing an Application with HOPEX IT Architecture V2](#)", page 95 in the **HOPEX IT Architecture** guide.
- **Application Systems;**
 -) *An application system is an assembly of other application systems, applications and end users interacting with application components to implement one or several functions.*
 - See "[Describing an Application System](#)", page 100 in the **HOPEX IT Architecture** guide.
- **Micro-services;**
 -) *A micro-service is a software component that can be deployed autonomously, but which does not directly provide an end user service. It can interact with other application services, applications or application systems. This is a deployable software component that uses software*

technologies. For example: an authentication service, a PDF file printing service.

- See ["Describing an IT Service with HOPEX IT Architecture"](#), page 95 and ["Describing a Micro-Service with HOPEX IT Architecture"](#), page 97 in the **HOPEX IT Architecture** guide.

- **Technologies;**

) A technology is a definition or format that has been approved by a standards organization, or is accepted as a standard by the industry.

- See ["Describing a Software Technology"](#), page 128 in the **HOPEX IT Architecture** guide.

- **Technical Architectures;**

) A technical architecture is a set of interacting techniques that, together, deliver one or more application components.

- See ["Creating an Application Technical Architecture"](#), page 129 in the **HOPEX IT Architecture** guide.

- **Technical Service Catalogs** and **Technical Service Catalogs Items** describe the list of functionalities covered by a service as well as the technical or functional elements that implement these functionalities.

- See ["Using service catalogs"](#), page 161 in the **HOPEX IT Architecture** guide.

Accessing the infrastructure elements with HOPEX Digital Transformation Desktop

HOPEX Digital Transformation Desktop allows you to detail system architecture description to take into account systems using resources other than software. For example, a system can comprise radar, pylons, various software elements, a network, people, etc. To define heterogeneous systems, **HOPEX IT Architecture** enables to model the system components as well as their communication mode.

- For more details on infrastructure modeling, see ["Modeling IT Infrastructures"](#), page 145 in the **HOPEX IT Architecture** guide.

Accessing your infrastructures with HOPEX Digital Transformation Desktop

To access the elements that are part of your IT infrastructure:

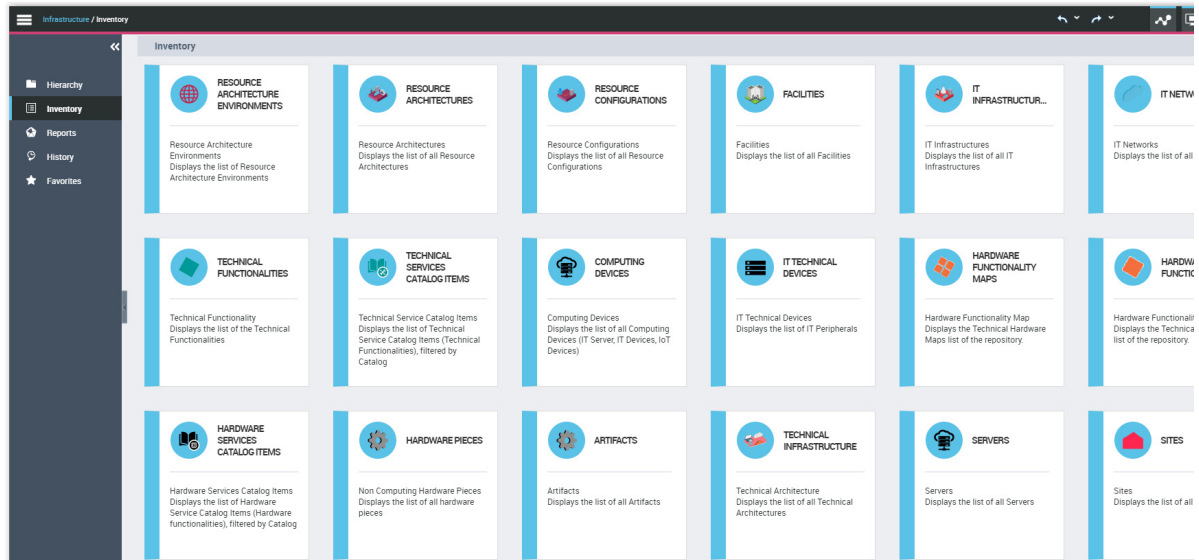
1. Click the navigation menu, then **Infrastructure**.
2. In the navigation pane, click **Hierarchy**.
The tree that is displayed depends on your license.

Accessing the infrastructure elements with HOPEX Digital Transformation Desktop

To access the elements that are part of your IT infrastructure:

1. Click the navigation menu, then **Application Architecture**.

2. In the navigation pane, click **Inventory**.



- For more details on infrastructure modeling, see *"Modeling IT Infrastructures"*, page 145 in the **HOPEX IT Architecture** guide.

USING HOPEX INFORMATION ARCHITECTURE

The **HOPEX Information Architecture** product provides **HOPEX Digital Transformation Desktop** with the three levels of data modeling for an organization:

- Business (conceptual) level who integration with **HOPEX Information Architecture** is used to define the business function architecture concepts;
 - *This product is available with **HOPEX Information Architecture [INFA]** key.*

For more information on the **HOPEX Information Architecture** solution, see ["Introduction to the Creation of a Business Ontology"](#), page 13.

- Logical level for clients seeking to develop general business-oriented models with **HOPEX Logical Data**;
 - *This product is available with **HOPEX Logical Data [DMO]** key.*

For more information on the **HOPEX Logical Data** solution, see ["HOPEX Information Architecture - Logical Layer"](#), page 1.

- Physical level for defining models intended to persist in a DBMS. It comprises detailed specifications for production of the physical diagram of the repository carried out with **HOPEX Database Builder**.
 - *This product is available with **HOPEX Database Builder [DMO]** key.*

For more information on the **HOPEX Database Builder** solution, see ["HOPEX Information Architecture - Physical Layer"](#), page 1.

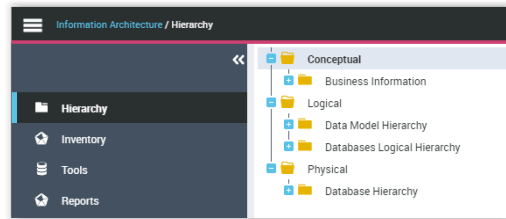
Managing your data with HOPEX Digital Transformation Desktop

Accessing to data models with HOPEX Digital Transformation Desktop

To access the elements that are part of your data:

1. Click the navigation menu, then **Information Architecture**.

2. In the navigation pane, click **Hierarchy**.
The tree of elements that allows you to classify your data is displayed.

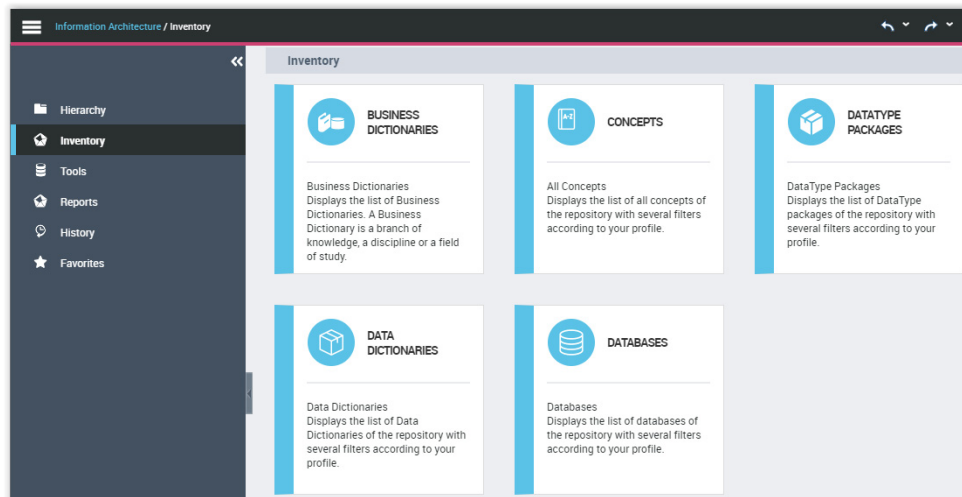


- The conceptual level enables the definition of the business function architecture concepts available with **HOPEX Information Architecture**;
 - See *"Introduction to the Creation of a Business Ontology"*, page 13.
- Logical level for clients seeking to develop general business-oriented models with;
 - See *"HOPEX Information Architecture - Logical Layer"*, page 1.
- Physical level for defining models intended to persist in a DBMS. It comprises detailed specifications for production of the physical diagram of the repository carried out with **HOPEX Database Builder**.
 - See *"HOPEX Information Architecture - Physical Layer"*, page 1.

Accessing to the HOPEX IT Portfolio Management solution

To access the lists of objects dedicated to your enterprise data management:

1. Click the navigation menu, then **Information Architecture**.
2. In the navigation pane, click **Inventory**.

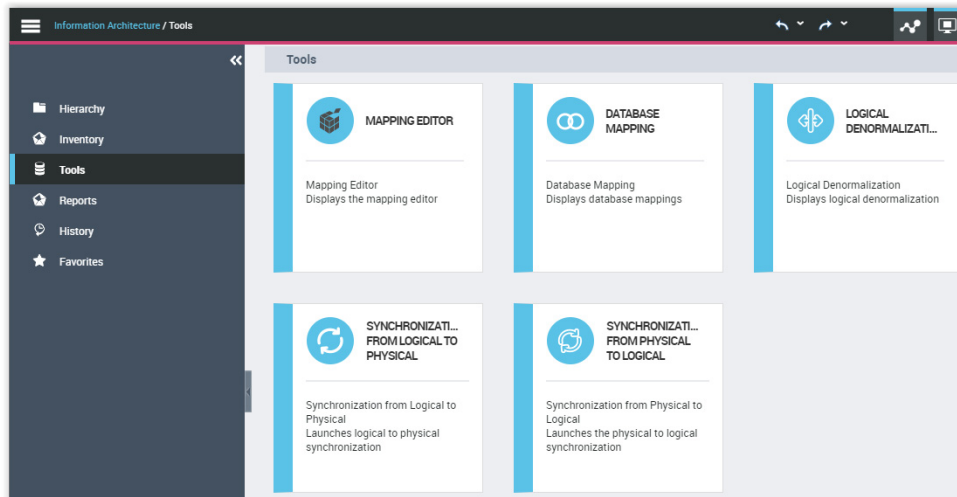


A list of tiles is proposed to help you to manage your data:

HOPEX Digital Transformation Desktop tools to manage data

To access tools dedicated to your enterprise data management:

1. Click the navigation menu, then **Information Architecture**.
2. In the navigation pane, click **Tools**.



A list of tiles is proposed to help you to use the tools dedicated to the management of your data.

USING HOPEX IT PORTFOLIO MANAGEMENT

The **HOPEX IT Portfolio Management** solution provides **HOPEX Digital Transformation Desktop** with:

- Aligning the application assets with business requirements;
- Reducing IS operating costs by removing applications no longer used;
- Managing technologies relating to applications;
- Identifying the business services covered by applications or application versions;
- Deciding on investments for maximum profits.
 - *This product is available if you have the **HOPEX IT Portfolio Management** [APM] key and if you have imported corresponding the solution pack.*

For more information solution, see the **HOPEX IT Portfolio Management** guide.

In addition to the **HOPEX IT Portfolio Management** solution:

- The **HOPEX CAST Highlight** option provides **HOPEX Digital Transformation Desktop** with the possibility to analyze the quality of the application code and issue alerts on any risks that might affect the portfolio;
 - *This option is available with **HOPEX IT Portfolio Management** [APM] key and your CAST Highlight customer ID.*
- The **HOPEX IT PM BDNA Import** option provides **HOPEX Digital Transformation Desktop** with the import of up-to-date IT reference catalog of software and hardware information.
 - *This option is available with **HOPEX IT PM BDNA Import** [BDNA].*

Managing all your applications with HOPEX Digital Transformation Desktop

The project portfolio management enables the analysis of the potential return of a set of projects according to the risks, the available funds, the probable duration of a project and the expected results. Its primary aims are to:

- Control the suitability of projects with respect to the strategic objectives of the organization;
- Ensure consistency between the projects and the organization's capability.

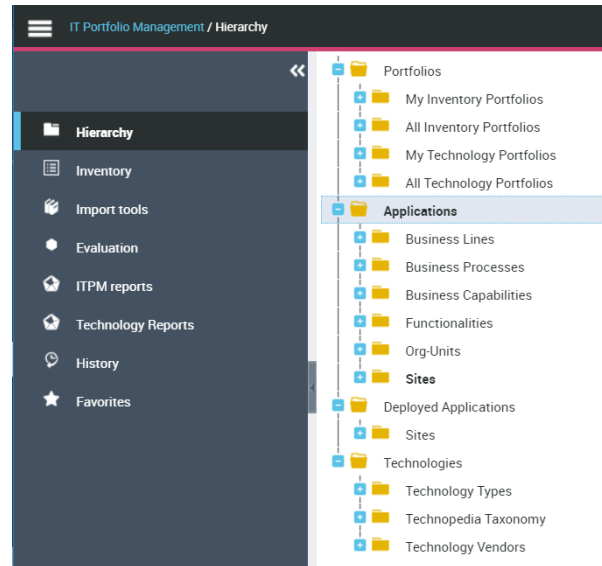
HOPEX IT Portfolio Management provides a set of functionalities to:

- Submit and assess the project demands and candidate projects;
- Accept or reject candidate projects;
- Select and define the project priority according to selection criteria (strategic, financial, etc.);
- Analyze and arbitrate portfolio projects;
- Follow project progress.

Enabling access to projects in progress with HOPEX Digital Transformation Desktop

To access the list of elements that are part of your portfolio project:

1. Click the navigation menu, then **Project Portfolio Management**.
2. In the navigation pane, click **Hierarchy**.
The tree of main elements describing your Project Portfolios is displayed.



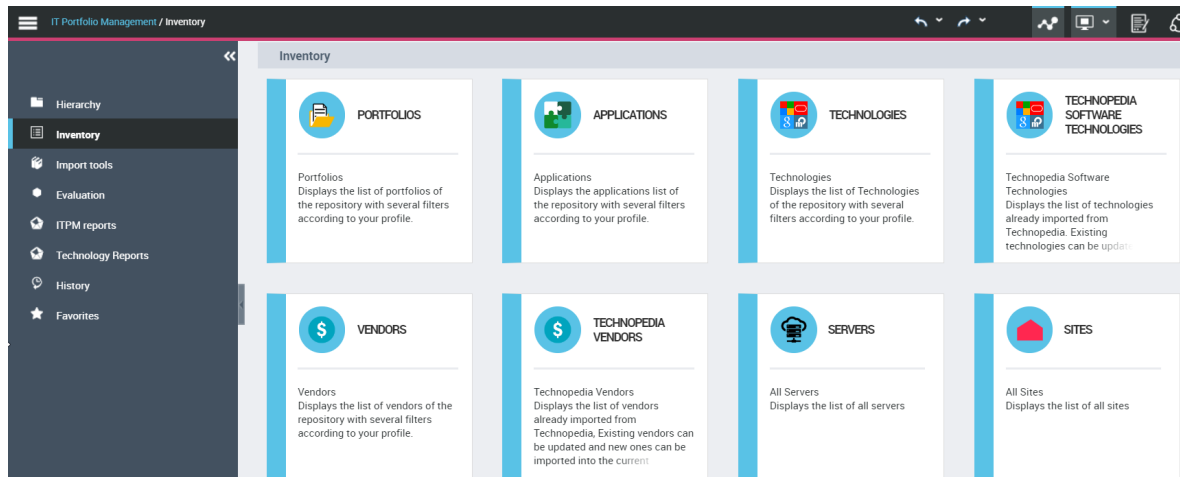
For more information on Project Portfolio management, see "[Project portfolio management](#)", page 37 chapter in the **HOPEX IT Portfolio Management** guide.

Accessing the HOPEX IT Portfolio Management solution objects

To access objects dedicated to your enterprise projects management:

1. Click the navigation menu, then **Project Portfolio Management**.

2. In the navigation pane, click **Inventory**.



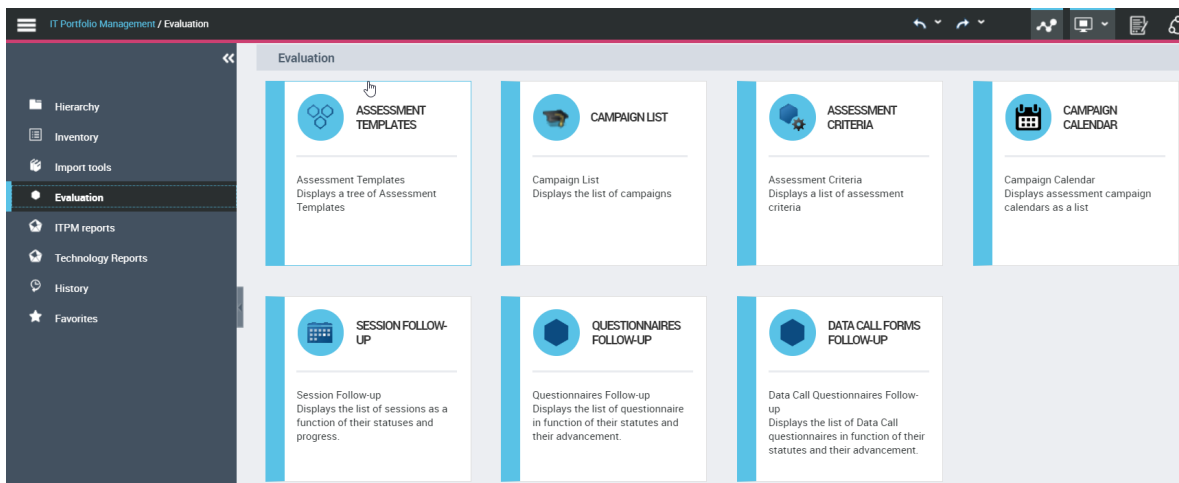
A list of tiles is proposed to help you to manage your IT Portfolio applications:

- **Applications;**
 -) *An application is a software component that can be deployed and provides users with a set of functionalities.*
- **Technologies;**
 -) *A technology is a definition or format that has been approved by a standards organization, or is accepted as a standard by the industry.*
- **vendors;**
 -) *The vendor is the application provider.*
- **BDNA Software Technologies et BDNA Vendors;**
 - See *"Using BDNA with HOPEX Digital Transformation Desktop"*, page 46.
- **Servers;**
 -) *An IT Server is an IT component providing a service to users connected via an IT network. This IT component can house databases and run applications.*
- **Sites.**
 -) *A site is a geographical location of an enterprise. Examples: Boston subsidiary, Seattle plant, and more generally the headquarters, subsidiaries, plants, warehouses, etc.*

Evaluating Application Assets with HOPEX Digital Transformation Desktop

To use the assessment functionalities offered by **HOPEX Digital Transformation Desktop**:

1. Click the navigation menu, then **IT Portfolio Management**.
2. In the navigation pane, click **Evaluation**.
A list of tiles is proposed to help you to manage your assessments:



Using CAST Highlight with HOPEX Digital Transformation Desktop

For more information on **HOPEX CAST Highlight** option, see "[Analyzing the application code of a portfolio with CAST Highlight](#)", page 197 chapter in **HOPEX IT Portfolio Management** guide.

To access the functionalities provided by **HOPEX CAST Highlight**:

1. Click the navigation menu, then **IT Portfolio Management**.

2. In the navigation pane, click **Import tools**.
A list of tiles is proposed to help you to manage your IT Portfolios.
 - The **Manage Cast Highlight Users** tile enables **CAST Highlight** users creation with **HOPEX Digital Transformation Desktop**.
 - See *"Declaring other users in CAST Highlight", page 198 in the HOPEX IT Portfolio Management guide.*
 - The **Applications scanned by Cast Highlight** enables access to the applications scanned with Cast Highlight.
 - See *"Launching a Code Analysis Campaign", page 199 in the HOPEX IT Portfolio Management guide.*
 - The **Portfolios containing In House Applications** enables the code analysis of applications by scanning with Cast Highlight.
 - See *"Launching a Code Analysis Campaign", page 199 in the HOPEX IT Portfolio Management guide.*

For more information on **HOPEX CAST Highlight** option, see *"Analyzing the application code of a portfolio with CAST Highlight", page 197* chapter in **HOPEX IT Portfolio Management** guide.

Using BDNA with HOPEX Digital Transformation Desktop

HOPEX IT Portfolio Management provides an integration tool with **BDNA** to allow Enterprise Architects and Technology Portfolio Managers to take full benefit of this information and make more accurate decisions on their IT asset.

To access the **BDNA** functionalities provided by CAST Highlight with **HOPEX Digital Transformation Desktop**:

1. Click the navigation menu, then **IT Portfolio Management**.
2. In the navigation pane, click **Import tools**.
A list of tiles is proposed to help you to use **BDNA**.
 - With **BDNA Software Technologies** tile, you can import new technologies and update information on technologies already imported into **HOPEX Digital Transformation Desktop**.
 - With **BDNA Vendors** tile, you can import new vendors and update information on vendors already imported into **HOPEX Digital Transformation Desktop**.

USING HOPEX PROJECT PORTFOLIO MANAGEMENT

The **HOPEX Project Portfolio Management** option provides **HOPEX Digital Transformation Desktop** with facilities for project portfolio management. Project Portfolio Management (PPM) is an approach used by an organization to analyze the potential return of a set of projects.

- This product is available if you have the **HOPEX Project Portfolio Management** [PPM] key and if you have imported corresponding the solution pack.

In addition, **HOPEX Ideation Management** option provides a process for idea management with a view to improving the enterprise capabilities, or more generally any suggestion that impacts the transformation of the resource organization of the enterprise.

- This option is available with the **HOPEX Project Portfolio Management** [PPM] key or with **HOPEX Ideation Management** [IDEA] key.

For more information on **HOPEX Project Portfolio Management** option, see ["Introduction to Project Portfolio Management"](#), page 1 chapter in **HOPEX Common Features** guide.

Managing Project Portfolios with HOPEX Digital Transformation Desktop

The project portfolio management enables the analysis of the potential return of a set of projects according to the risks, the available funds, the probable duration of a project and the expected results. Its primary aims are to:

- Control the suitability of projects with respect to the strategic objectives of the organization;
- Ensure consistency between the projects and the organization's capability.

HOPEX Project Portfolio Management option provides a set of functionalities to:

- Submit and assess the project demands and candidate projects;
- Accept or reject candidate projects;
- Select and define the project priority according to selection criteria (strategic, financial, etc.);
- Analyze and arbitrate portfolio projects;
- Follow project progress.

Enabling access to projects in progress with HOPEX Digital Transformation Desktop

To access the list of elements that are part of your portfolio project:

1. Click the navigation menu, then **Project Portfolio Management**.

2. In the navigation pane, click **Hierarchy**.

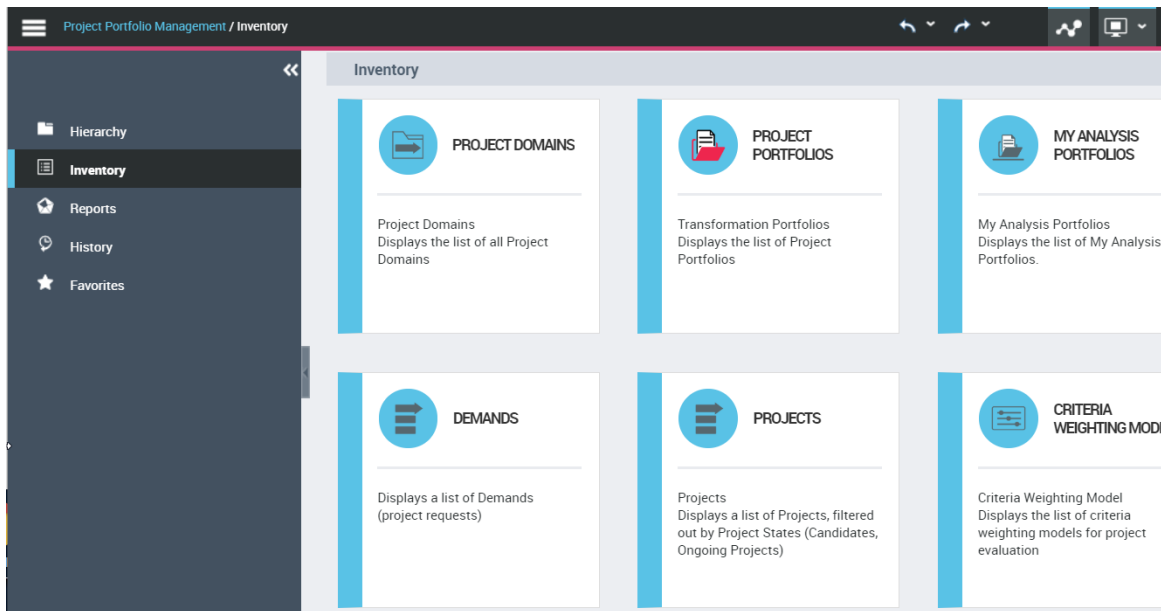
The tree of main elements describing your Project Portfolios is displayed.

For more information on Project Portfolio management, see "[Project portfolio management](#)", page 37 chapter in the **HOPEX Common Features** guide.

Accessing the HOPEX Project Portfolio Management elements

To access objects dedicated to your enterprise projects management:

1. Click the navigation menu, then **Project Portfolio Management**.
2. In the navigation pane, click **Inventory**.



A list of tiles is proposed to help you to manage your **Project** Portfolio project:

-) A project consists of a set of tasks entrusted to a team, which transforms a system or part of a system with the aim of achieving a given objective.*
- The **Project Domains** tile allows you to define the sector and the application scope of the project.
 - See "[Defining Project Domains](#)", page 8 in the **HOPEX Common Features** guide.
- The **Project Portfolios** and **Analysis Portfolios** tiles allow you to access the list of project Portfolios.
 - See "[Project portfolio management](#)", page 37 in the **HOPEX Common Features** guide.
- The **Demands** tile allows you to manage the new project proposals.
 - See "[Managing Project Demands](#)", page 9 in the **HOPEX Common Features** guide.

- The **Project** tile allows you to manage the validated projects.
 - See *"Defining Enterprise Projects", page 7 in the HOPEX Common Features guide.*
- The **Criteria weighting Model** tile allows you to automatically calculate the rank of a project in the context of this portfolio.
 - See *"Criteria weighting model", page 40 in the HOPEX Common Features guide.*

Managing Ideas with HOPEX Digital Transformation Desktop

) *An idea is a potential modification project which could be carried out to the architectural landscape in order to improve the enterprise capabilities. Its impact and scope can be defined through Idea Subjects; Idea subjects may concern capabilities and / or items of the architectural landscape. Ideas may also be freely defined and not related to an identified architectural artifact within the architecture landscape (e.g. disruptive ideas do not necessarily relate to a Solution Building Block or Capability).*

The **Ideas** can be submitted freely or collected within the context of an **ideation campaign** on the initiative of the innovation manager (descending approach) or freely submitted at any time (ascending approach); in both cases the ideas are added in the "Ideation & Project Funnel".

) *An ideation campaign is a way of organizing the collection of stakeholder ideas on a particular subject.*

The ideas are examined by the innovation manager; they can give rise to project demands, in the context of the "Ideation & Project Funnel", and the ideas can then be assessed within the context of the demands management process.

You can link an idea to similar ideas and specify where appropriate the duplicates.

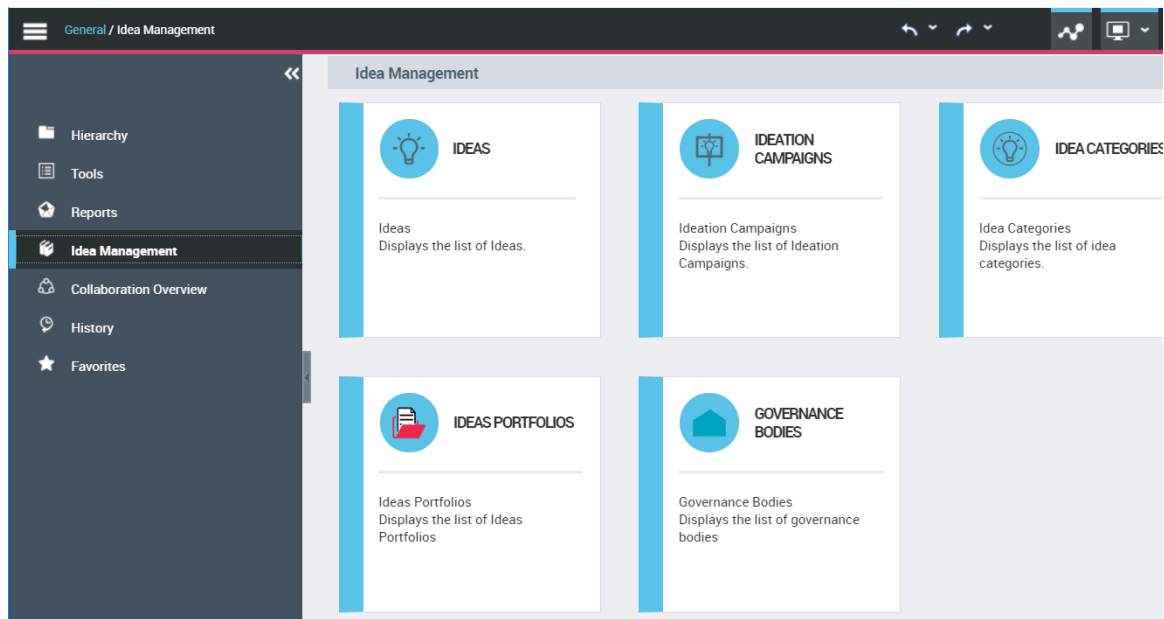
With **HOPEX Ideation Management**, the ideation process is broken down into three main parts:

- Idea creation; at any time, users can submit an idea to the innovation manager.
 - See *"Creating an Idea", page 590 in the HOPEX Common Features guide.*
- Assessing the idea;
 - See *"Assessing an Idea", page 599 in the HOPEX Common Features guide.*
- Approving or rejecting the idea.
 - See *"Validating or Rejecting an Idea", page 601 in the HOPEX Common Features guide.*

To use the functionalities with **HOPEX Digital Transformation Desktop**:

1. Click the navigation menu, then **General**.

2. In the navigation pane, select **Idea Management**.
A list of tiles is proposed to help you to create and classify your *Ideas*.



3. Click **Ideas** tiles to access and manage your ideas.

For more information on managing Ideation, see ["Submitting and evaluating ideas", page 585](#).

USING HOPEX RISK MAPPER

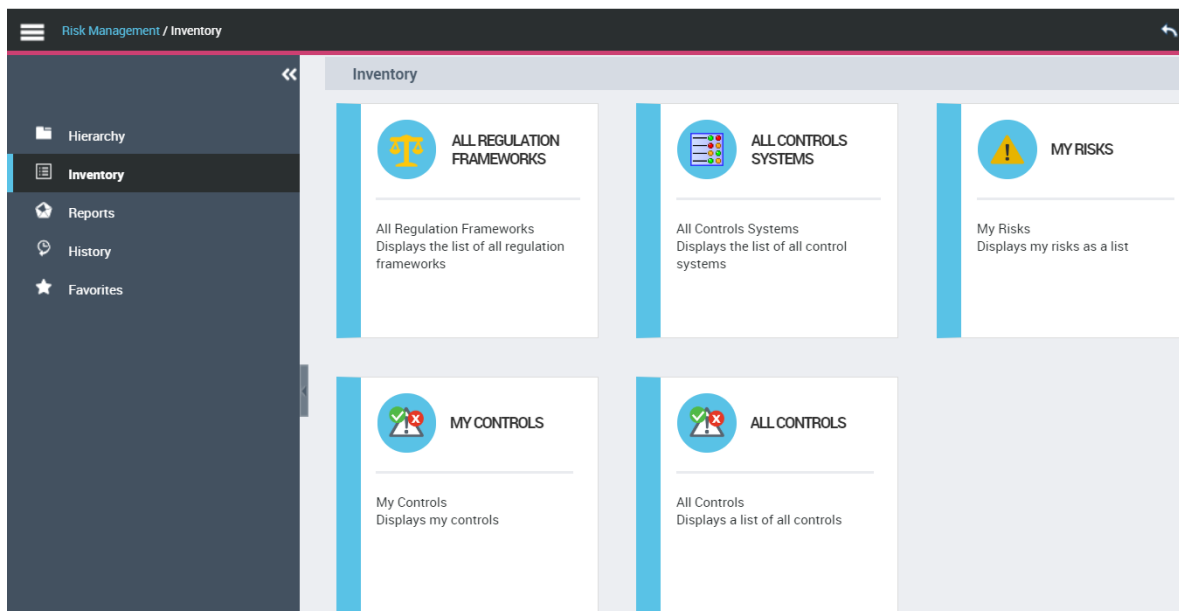
The **HOPEX Risk Mapper** solution offers to **HOPEX Digital Transformation Desktop** a total visibility of operational risks, control points and value chains.

- This product is available if you have the **HOPEX Risk Mapper** [ERML] key.

Accessing the HOPEX Risk Mapper solution elements

To access objects dedicated to your enterprise risks management:

1. Click the navigation menu, then **Risk Management**.
2. In the navigation pane, click **Inventory**.



A list of tiles is proposed to help you to manage your risks and their environment:

- **Regulation Frameworks;**
 -) A regulation framework is a set of directives, compulsory or not, defined by a government in a law, by standard bodies as "best practices" or as an internal policy in an organization.
 - See "[Regulation Frameworks](#)", page 18 in the **HOPEX Risk Mapper** guide.
- **Control systems;**
 -) A risk and control system is a set of controls that enables the assurance of risk prevention and management, application of internal

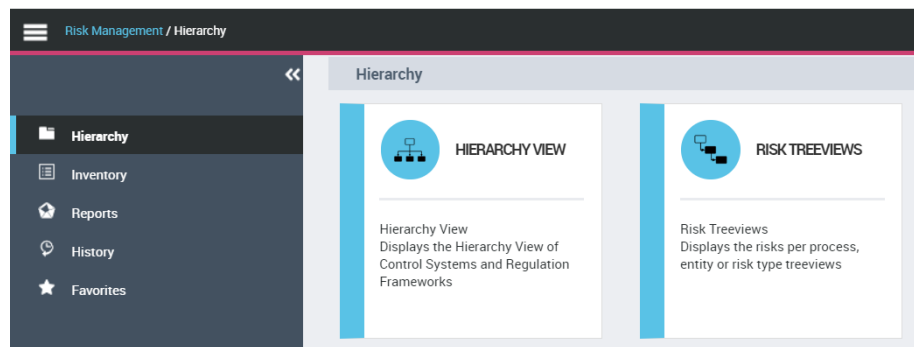
operating rules, respect of a law or regulation, or achievement of an objective as defined by company strategy.

- See ["Control Systems"](#), page 25 in the **HOPEX Risk Mapper** guide.
- **Controls;**
 -) A control is a set of rules and means enabling the assurance that a legal, regulatory, internal or strategic requirement is respected.
 - See ["Risk Control Policies Operational Monitoring"](#), page 53 in the **HOPEX Risk Mapper** guide.
- **Risks.**
 -) A risk is a hazard of greater or lesser probability to which an organization is exposed.
 - See ["Identifies risks"](#), page 32 in the **HOPEX Risk Mapper** guide.

Accessing functionalities of HOPEX Risk Mapper

To access the management features for risks:

1. Click the navigation menu, then **Risk Management**.
 2. In the navigation pane, click **Hierarchy**.
- The list of main tiles for the risks management appears.



- The **Hierarchy View** tile enables management of your environment data.
 - See ["Environment Analysis"](#), page 13 in the **HOPEX Risk Mapper** guide.
- The **Risk Tree** tile enables access to the risks according to different criteria.
 - See ["Assessing risks"](#), page 31 in the **HOPEX Risk Mapper** guide.
 - For more information on risks and controls management, see ["Risk Treatment and Controls"](#), page 43 in the **HOPEX Risk Mapper** guide.