



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 (as in this case). Each role is shown as a grey box labelled with its name. If there are pre-existing instances when the process starts this is shown with a small tick by the name.

A thread of activity in a role can be started by a trigger. A trigger can also appear in the middle of a thread. In both cases the role waits for it to happen.

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

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

Where a role can choose between alternative courses of action, a question is shown and the alternative courses of action follow as separate threads, each headed by a triangle pointing downwards. Above each triangle is a caption describing the answer that leads to the thread 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 are only used here to say ‘something happens here’ and are not part of the notation.)

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. There can be any number of threads.

Where two or more roles collaborate by interacting (perhaps to pass information, agree something, act together, 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 and/or the individual contributions of the roles.

An important state in the process (e.g. 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  
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