The thesis presents an analysis of the ten administrative procedural document flows, by which was
developed and implemented a workflow system in the company Plzeňská teplárenská, a.s. Analysis
processes are: Purchase requirement, Income invoice, Supply contract, Tender, Investment plan,
Customer contract, Decommissioning of property, Travel order, New employee, Output sheet. Analysis
of each process contains a description of the process with diagram circulation of documents and table
with data that arise in individual steps.
Analysis and reengineering of choosing processes took place on the basis of the decision of the company
management. During of implementation appear number of problems resulting from the large scale of
the project, from the shortcomings in the analysis, the lack of users and small support leadership, which
led to the extension of the period projects to double the planned time. Currently, the system is in routine
operation and brought all of the anticipated effects. An unexpected added value is auto-linking related
documents in different agendas by using hyperlinks.