

BPMN 2.0 symbols cheat sheet

Every core shape, what it means, on one page.

Events

Something happens. Border = position, icon = trigger.



Start event

Where the process begins.



Intermediate event

Something that happens during the process.



End event

Where a path finishes.



Message event

Sending or receiving a message.



Timer event

Waiting for a time, date or duration.



Error event

An error is thrown or caught.

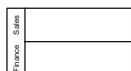
Swimlanes

Who is responsible.



Pool

One participant — an organisation, system or role.

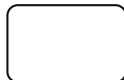


Lane

A subdivision inside a pool — who performs each step.

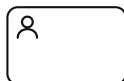
Activities

Work being done. The marker shows who or what does it.



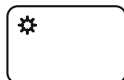
Task

A single unit of work, named verb-noun.



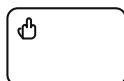
User task

A person performs the work.



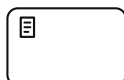
Service task

A system or automation performs the work.



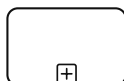
Manual task

Done offline, outside any system.



Script task

The process engine runs a script.



Sub-process

A collapsed activity containing its own diagram.

Gateways

The path splits or merges. The marker sets the rule.



Exclusive gateway

Take exactly one path, based on a condition.



Parallel gateway

Take all paths at the same time.



Inclusive gateway

Take one or more paths.



Event-based gateway

The path depends on which event happens first.

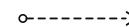
Connecting objects

How elements link up.



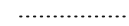
Sequence flow

The order of steps within one process.



Message flow

Communication between two participants, across pools.



Association

Links an artifact — a note or data object — to a flow element.

Artifacts

Extra information. No effect on the flow.



Data object

A document or data a task produces or needs.



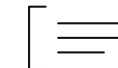
Data store

A database the process reads from or writes to.



Group

Visually clusters elements. No execution meaning.



Text annotation

A comment attached to any element.