



Academic Record Classification

Process Definition Document - (PDD)

Team from 937 (Varo,Uscat,Truta)

**Document History**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Version | Role | Name | Organization (Dept.) | Function | Comments |
| 07.01.2023 | 1.0 | Team | Varo, Uscat, Truta | *UBB FMI* | *Students* | First iteration |

# **Introduction**

## I.1 Purpose of the document

The Process Definition Document outlines the business process chosen for automation using UiPath Robotic Process Automation (RPA) technology.

The document describes the sequence of steps performed as part of the business process, the conditions and rules of the process prior to automation and how they are envisioned to work after automating it, partly or entirely. This specifications document serves as a base for developers, providing them the details required for applying robotic automation to the selected business process.

## I.2 Objectives

The business objectives and benefits expected after automation of the selected business process are:

* *Obtain a classification of academic record of university students.*

## AS IS process description

### II.1 Process Overview

General information about the process selected for RPA prior to automation.

|  |  |  |
| --- | --- | --- |
| # | Item | Description |
| 1 | **Process full name** | Reminder clothes |
| 2 | **Process Area** | Student Academic Records |
| 3 | **Department** | Academic Data Management |
| 4 | **Process short description**  (operation, activity, outcome) | Classify students according to their average from their academic records. |
| 5 | **Role(s) required for performing the process** | N/A |
| 6 | **Process schedule and frequency** | End of school year |
| 7 | **# of items processes /reference period** | ~2000 email addreses |
| 8 | **Average handling time per item** | N/A |
| 9 | **Peak period (s)** | End of school year |
| 10 | **Transaction Volume During Peak period** | N/A |
| 11 | **Total # of FTEs supporting this activity** | N/A |
| 12 | **Expected increase of volume in the next reference period** | N/A |
| 13 | **Level of exception rate** | No expected exceptions |
| 14 | **Input data** | Folder with academic records in .pdf format |
| 15 | **Output data** | Excel containing classification of students |

## II.2. Applications used in the process

The table includes a comprehensive list all the applications that are used as part of the process automated, at various steps in the flow.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Application name & version | System  Language | Environment/  Access method | Comments |
| 1 | Microsoft Excel | EN | Windows | Document manager |
| 2 | Microsoft Edge | EN | Web Browser | Browser |
| 3 | UI Path Studio | EN | Windows | RPA |

## 

## II.3 AS IS Process map

**High Level As-Is Process Map:** This chapter depicts the As Is business process at a High Level to enable developers to have a high-level understanding of the current process. Diagram

Description automatically generated

## II.4 Input data description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Input type | Location | Inputs are standard? (Yes/ NO) | Inputs are structured? | Data to be used from |
| File | Computer | YES | YES | Student grade,  Student name,  Student ID |

*\* Inputs are* ***standard*** *if the content is positioned in the same place even if the input types are different.*

*Eg: a process that uses at each transaction the same template, so fields to be extracted are always fixed..*

*Inputs are* ***structured*** *if it is machine readable and digital. Scanned PDF Images/ Free flow texts in Emails are unstructured inputs*

## II.5 Business Exceptions Handling

The Business Process Owner and Business Analysts are expected to document below all the business exceptions identified in the automation process. These can be classified as:

|  |  |
| --- | --- |
| Known | Unknown |
| Previously encountered. A scenario is defined with clear actions and workarounds for each case. | New situation never encountered before. It can be caused by external factors. Cannot be predicted with precision, however if it occurs, it must be communicated to an authorized person for evaluation. |

#### Known Exceptions

The table below reflects all the business process exceptions captured during the process evaluation and documentation. These are **known exceptions,** met in practice before. For each of these exceptions, define a corresponding expected action that the robot should complete if it encounters the exception.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BE # | Exception name | Step | Parameters | Action to be taken |
| **1** | Hash ID <> 40 characters | n/a | Hash ID | Send email with screenshot to [exceptions@acme-test.com](mailto:exceptions@acme-test.com)  “Hash ID <> 40 characters”  Go the next transaction |

## 

## II.6 Application Error and Exception Handling

A comprehensive list of all errors, warnings or notifications should be consolidated here with the description and action to be taken, for each, by the Robot.

Errors identified in the automation process can be classified as:

|  |  |  |
| --- | --- | --- |
| Area | Known | Unknown |
| **Technology/**  **Applications** | Experienced previously, action plan or workaround available for it. | New situation never encountered before, or may happened independent of the applications used in the process. |

#### Know Errors or Exceptions

The table below reflects all the errors identifiable in the process evaluation and documentation.

For each of these errors or exceptions, define a corresponding expected action that the robot should complete if it is encountered.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Error name | Step | Parameters | Action to be taken |
| ***1*** | Application Crash / Internal Server Error | Any step | Error message | Recover & retry for maximum 3 times  Close the applications and run the sequence again |

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