



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

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### II.1 Process Overview

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

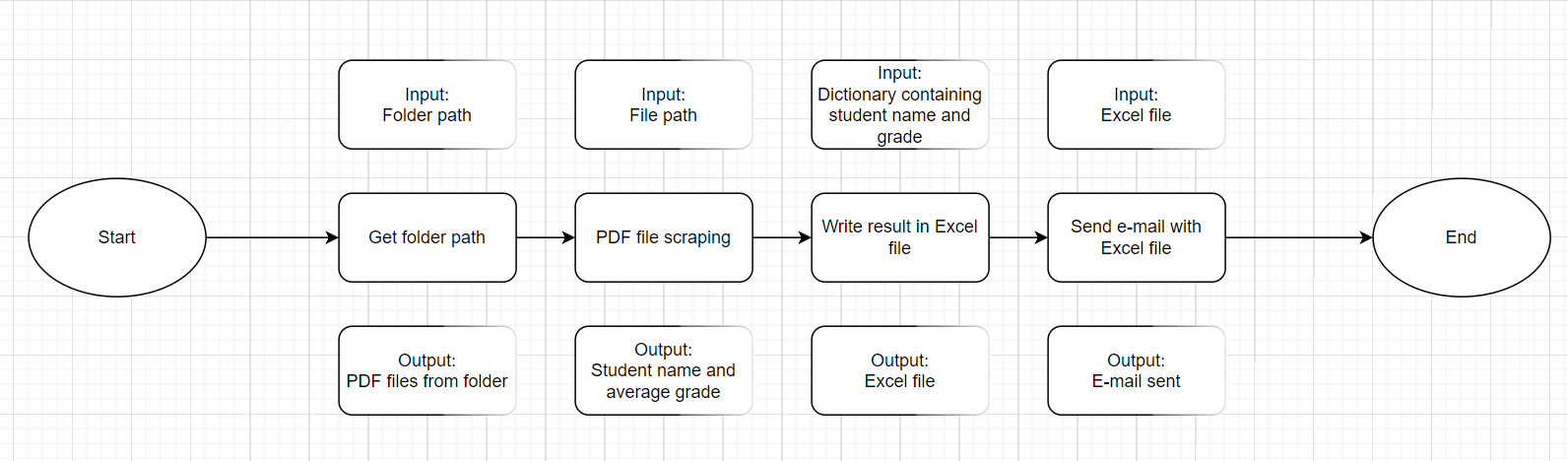
|  |  |  |
| --- | --- | --- |
| # | Item | Description |
| 1 | **Process full name** | Academic Records Classification |
| 2 | **Process Area** | Student Academic Records |
| 3 | **Department** | Academic Data Management |
| 4 | **Process short description**  (operation, activity, outcome) | Classify 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** | Equal to the number of academic records |
| 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** | N/A |
| 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 | Adobe | EN | Windows | Screen Scraping of PDF files |
| 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. 

## 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 |

*\* 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*

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## II.5 Application Error and Exception Handling

#### Known 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*** | Directory not found Error | *Read input directory* | Error message | Stop program execution and restart |

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