|  |  |
| --- | --- |
|  | | Process Definition Document |

Popular Unicorn Names

The process for generating Unicorn names for 10 most popular female and male names in Poland (using data from 2018)

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# 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 actions 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 with the details required for applying robotic process automation to the selected business process.

## I.2 Objectives

The business objectives and benefits expected by the Business Process Owner after automation of the selected business process are:

* Reduce processing time per item by 90%
* Scalability in case of volume/requirements changes

## I.3 Process key contact

The specifications document includes concise and complete requirements of the business process and it is built based on the inputs provided by the **process** **Subject Matter Expert (SME)/ Process Owner.**

The **Process Owner** is expected **to review it and provide signoff for accuracy** and completion of the actions, context, impact and a set of process exceptions. The details are to be included in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| ****Role**** | ****Name**** | ****Contact details (email, phone number)**** | ****Notes**** |
| Developer | Julia |  |  |

## I.4 Minimum Pre-requisites for automation

1. A filled in Process Definition Document

# 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** | Popular Unicorn Names |
| 2 | **Process Area** | General information gathering |
| 3 | **Department** | - |
| 4 | **Process short description (operation, activity, outcome)** | The process for generating Unicorn names for 10 most popular female and male names in Poland (using data from 2018) |
| 5 | **Role(s) required for performing the process** | - |
| 6 | **Process schedule and frequency** | Once a day |
| 7 | **# of items processed /reference period** | 20 |
| 8 | **Process execution time** | 53 sec. (process was captured for limited volume) |
| 9 | **Peak period (s)** | - |
| 10 | **Transaction Volume During Peak period** | - |
| 11 | **Total # of FTEs supporting this activity** | 1 |
| 12 | **Expected increase of volume in the next reference period** | no |
| 13 | **Level of exception rate** | 0% |
| 14 | **Input data** | Generally accessible websites |
| 15 | **Output data** | Excel report |

\*Add more rows to the table to include relevant data for the automation process. No fields should be left empty. Use “n/a” for the items that don`t apply to the selected business process.

## II.2. Applications used in the process­

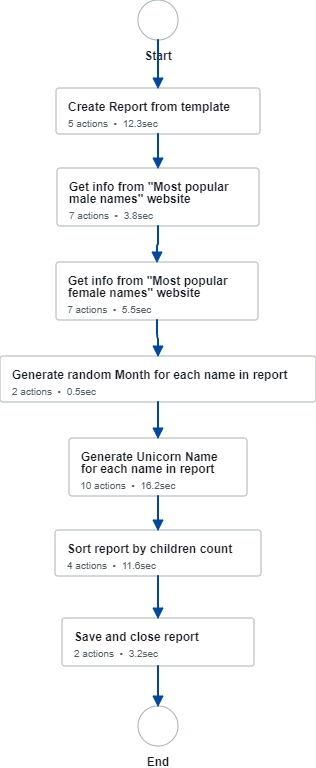
The table includes a comprehensive list of all the applications that are used as part of the process to be automated to perform the given actions in the flow.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Application name & version | System Language | Thin/Thick Client | Environment/ Access method | Comments |
| 1 | Microsoft Edge | English | n/a | n/a |  |
| 2 | Microsoft Excel | English | n/a | n/a | This will not be needed in automated process as we use workbook actions |

## 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 Process statistics

### High level statistics

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Processes** | **Windows** | **Actions** | **Mouse clicks** | **Keys pressed** | **Text entries** | **Hotkeys used** | **Time** |
| 4 | 11 | 37 | 18 | 2 | 2 | 7 | 53.1 sec. |

### Detailed statistics

|  |  |  |  |
| --- | --- | --- | --- |
| Window name | Mouse Clicks | Text entries | Keys pressed |
| File system | 3 | 1 | 20 |
| UnicornNamesReport2023-03-20\_15-10-00.xlsx - Excel | 100 | 100 | 2000 |
| Najpopularniejsze imiona dla chłopców 2018 - ranking ogólnopolski - Cyfryzacja KPRM - Portal Gov.pl — Osobisty — Microsoft​ Edge | 20 | 0 | 50 |
| Najpopularniejsze imiona dla dziewczynek 2018 - ranking ogólnopolski - Cyfryzacja KPRM - Portal Gov.pl — Osobisty — Microsoft​ Edge | 20 | 0 | 50 |
| Find Unicorn Name — Osobisty — Microsoft​ Edge | 5x20 | 1x20 | 7x20 |

## II.5 Detailed As-Is Process Actions

#### Create Report from template

|  |  |
| --- | --- |
|  | **Est. time: 12.3 sec.** |

##### Copy report template

|  |  |
| --- | --- |
|  | **Est. time: 2.1 sec.** |
| image |  |

##### go to reports directory

|  |  |
| --- | --- |
|  | **Est. time: 1.7 sec.** |
| image |  |

##### paste report template

|  |  |
| --- | --- |
|  | **Est. time: 1.8 sec.** |
| image |  |

##### Rename report

|  |  |
| --- | --- |
|  | **Est. time: 3.6 sec.** |
| image |  |

##### Open created report

|  |  |
| --- | --- |
|  | **Est. time: 3.1 sec.** |
| image |  |

#### Get info from "Most popular male names" website

|  |  |
| --- | --- |
|  | **Est. time: 3.8 sec.** |

##### Open Edge browser

|  |  |
| --- | --- |
| [Najpopularniejsze imiona dla chłopców 2018 - ranking ogólnopolski - Cyfryzacja KPRM - Portal Gov.pl (www.gov.pl)](https://www.gov.pl/web/cyfryzacja/najpopularniejsze-imiona-dla-chlopcow-2018-ranking-ogolnopolski) | **Est. time: 1.4 sec.** |
| image |  |

##### Get Name from the list

|  |  |
| --- | --- |
|  | **Est. time: 0.4 sec.** |
| image |  |

##### Type name into report starting with capital letter

|  |  |
| --- | --- |
|  | **Est. time: 0.7 sec.** |
| image |  |

##### Type gender to report

|  |  |
| --- | --- |
|  | **Est. time: 0.4 sec.** |
| image |  |

##### Copy children count

|  |  |
| --- | --- |
|  | **Est. time: 0.4 sec.** |
| image |  |

##### Paste children count into report

|  |  |
| --- | --- |
|  | **Est. time: 0.5 sec.** |
| image |  |

##### Repeat steps 2-6 for 10 top names from the list

|  |  |
| --- | --- |
|  | **Est. time: 0.0 sec.** |
|  |  |

#### Get info from "Most popular female names" website

|  |  |
| --- | --- |
|  | **Est. time: 5.5 sec.** |

##### Open Edge browser

|  |  |
| --- | --- |
| https://www.gov.pl/web/cyfryzacja/najpopularniejsze-imiona-dla-dziewczynek-2018-ranking-ogolnopolski | **Est. time: 1.10 sec.** |
| image |  |

##### Get Name from the list

|  |  |
| --- | --- |
|  | **Est. time: 0.4 sec.** |
| image |  |

##### Type name into report starting with capital letter

|  |  |
| --- | --- |
|  | **Est. time: 1.9 sec.** |
| image |  |

##### Type gender next to name

|  |  |
| --- | --- |
|  | **Est. time: 0.3 sec.** |
| image |  |

##### Copy children count

|  |  |
| --- | --- |
|  | **Est. time: 0.3 sec.** |
| image |  |

##### paste children count into report

|  |  |
| --- | --- |
|  | **Est. time: 0.7 sec.** |
| image |  |

##### Repeat steps 2-6 for 10 top names from the list

|  |  |
| --- | --- |
|  | **Est. time: 0.0 sec.** |
|  |  |

#### Generate random Month for each name in report

|  |  |
| --- | --- |
|  | **Est. time: 0.5 sec.** |

##### Type random month next to name

|  |  |
| --- | --- |
|  | **Est. time: 0.5 sec.** |
| image |  |

##### repeat step 1 for each name (x20)

|  |  |
| --- | --- |
|  | **Est. time: 0.0 sec.** |
|  |  |

#### Generate Unicorn Name for each name in report

|  |  |
| --- | --- |
|  | **Est. time: 16.2 sec.** |

##### Open edge browser

|  |  |
| --- | --- |
| https://www.rpasamples.com/unicornname | **Est. time: 1.3 sec.** |
| image |  |

##### Copy name from report and remember month

|  |  |
| --- | --- |
|  | **Est. time: 2.2 sec.** |
| image |  |

##### select name textbox

|  |  |
| --- | --- |
|  | **Est. time: 1.4 sec.** |
| image |  |

##### Paste name

|  |  |
| --- | --- |
|  | **Est. time: 0.3 sec.** |
| image |  |

##### select dropdown

|  |  |
| --- | --- |
|  | **Est. time: 5.4 sec.** |
| image |  |

##### select according month

|  |  |
| --- | --- |
|  | **Est. time: 1.8 sec.** |
| image |  |

##### click button get name

|  |  |
| --- | --- |
|  | **Est. time: 1.5 sec.** |
| image |  |

##### Copy unicorn name

|  |  |
| --- | --- |
|  | **Est. time: 0.4 sec.** |
| image |  |

##### paste unicorn name to report

|  |  |
| --- | --- |
|  | **Est. time: 1.8 sec.** |
| image |  |

##### repeat actions 2-9 for each name in report (x20)

|  |  |
| --- | --- |
|  | **Est. time: 0.0 sec.** |
|  |  |

#### Sort report by children count

|  |  |
| --- | --- |
|  | **Est. time: 11.6 sec.** |

##### Select current region of report and click format as table

|  |  |
| --- | --- |
|  | **Est. time: 2.5 sec.** |
| image |  |

##### create table

|  |  |
| --- | --- |
|  | **Est. time: 1.9 sec.** |
| image |  |

##### select children count filter

|  |  |
| --- | --- |
|  | **Est. time: 3.7 sec.** |
| image |  |

##### select sort descending

|  |  |
| --- | --- |
|  | **Est. time: 3.6 sec.** |
| image |  |

#### Save and close report

|  |  |
| --- | --- |
|  | **Est. time: 3.2 sec.** |

|  |  |
| --- | --- |
|  | **Est. time: 0.9 sec.** |
| image |  |

##### click close

|  |  |
| --- | --- |
|  | **Est. time: 2.3 sec.** |
| image |  |

#### End

|  |  |
| --- | --- |
|  | **Est. time: 0.0 sec.** |

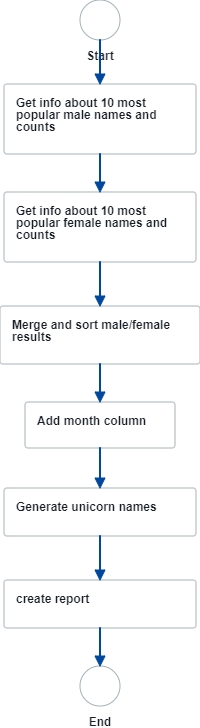
## II.6 Exceptions Handling

In case any of the systems (gov site or unicorn names service) is not working process should be abandoned and run on other day.

# To-Be Process Description

This chapter highlights the expected design of the business process after automation.

## III.1 To-Be Detailed Process Map



#### Get info about 10 most popular male names and counts

|  |  |
| --- | --- |
| Source: https://www.gov.pl/web/cyfryzacja/najpopularniejsze-imiona-dla-chlopcow-2018- ranking-ogolnopolski Use regex to extract info about all Name-Count pairs and limit output to 10 records format names as first capital letter + lower rest, add column indicating gender to output table | **Est. time: 0.0 sec.** |

#### Get info about 10 most popular female names and counts

|  |  |
| --- | --- |
| source: https://www.gov.pl/web/cyfryzacja/najpopularniejsze-imiona-dladziewczynek- 2018-ranking-ogolnopolski Use regex to extract info about all Name-Count pairs and limit output to 10 records format names as first capital letter + lower rest, add column indicating gender to output table | **Est. time: 0.0 sec.** |

#### Merge and sort male/female results

|  |  |
| --- | --- |
| Combine tables and sort by children count | **Est. time: 0.0 sec.** |

#### Add month column

|  |  |
| --- | --- |
| Generate random month name next to each name | **Est. time: 0.0 sec.** |

#### Generate unicorn names

|  |  |
| --- | --- |
| for each row of table visit site: https://www.rpasamples.com/unicornname and generate unicorn name based on name and month | **Est. time: 0.0 sec.** |

#### create report

|  |  |
| --- | --- |
| Copy&rename report template and write datatable without opening file (workbook action) | **Est. time: 0.0 sec.** |

Highlight Bot interventions/ To-Be automated actions with different legend/ icon (purple)

\*Mention below if process improvements were performed on the To-Be design and provide details.

|  |  |
| --- | --- |
| Legend | Description |
|  | Action number in the process. Referred to in details or Exceptions and Errors table |
|  | This process action is proposed for automation |
|  | This process action remains manual (to be performed by a human agent) |

## III.2 Parallel Initiatives/ Overlap (if applicable)

This chapter covers the proposed Business, Process & System changes to be made in the near future and their impact.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Initiative Name | Process Acion(s) where it is identified | Impact on current automation request? How? | Expected Completion Date | Contact person for more details |
|  | n/a |  |  |  |  |

## III.3 In Scope of RPA

The activities **In scope of RPA**, are listed here:

All activities described in as is process.

## III.4 Out of Scope of RPA

The activities **Out of scope of RPA**, are listed here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sub-process (if applicable) | Activity (action) | Reasons for Out of scope\* | Impact on the To-Be | Possible measures to be taken into consideration for future automation |
| N/A |  |  |  |  |

## III.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 |
| No BE recognized so far | - |

### Known Exceptions

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BE # | Exception name | Action | Parameters | Action to be taken |
|  |  |  |  |  |

### Unknown Exceptions

For all other unanticipated or unknown business (process) exceptions, the robot should:

## III.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, an action plan or a workaround available. | Never encountered before, or may happen independently of the applications used in the process. |

### Known Errors or Exceptions

The table below reflects all the errors identified 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 | Action | Parameters | Action to be taken |
| 1 | Application Crash / Internal Server Error | Any action | Error message | Recover & retry for maximum 3 times. Close the applications and run the sequence again |

### Unknown Errors and Exceptions

For all the other unanticipated or unknown application exceptions/errors, the robot should:

Recover & retry for maximum 3 times.

Close the applications and run the sequence again

## III.7 Reporting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Report type | Update frequency | Details | Monitoring Tool to visualise the data |
| 1 | Process logs | Daily | How many times was this process run since the beginning of the month and what was the average run duration? | Uipath orchestrator |

\* For complex reporting requirements, include them into a separate document and attach it to the present documentation

# Other Observations

Include below any other relevant observations you consider needed to be documented here.

Example: Specific Business monitoring requirements (audit and reporting) etc.

# Additional sources of process documentation

If there is additional material created to support the process automation please mention it here, along with the supported documentation provided.

|  |  |  |
| --- | --- | --- |
| Additional Process Documentation | | |
|  |  |  |