**Subject: SOD Process – Automation Feasibility**

**Tools Used:**

* They mainly use **Atlas** (a visualization tool) and the **GIAM tool** to get the latest EMI IDs.
* Both tools are navigated **manually** — no backend access or export options, so the user has to go through the screens to fetch the data.

**2. Validation:**

* They do a **dual control check** through a report and connect with ITSO for validation.
* No Excel-based tracking is used for this.
* For the **final round-up**, they already have a dashboard in place — they just update numbers and it’s good to go.

**3. Annual Activity:**

* This part includes manually pulling data from Atlas and GIAM again.
* The final **annual framework document** includes any special comments they need to highlight.
* They also use the **EIM tool** to get extracts from SharePoint for scoping.
* Some **basic Excel work** (like VLOOKUPs) is involved, but even after that, they need to **read through the comments and take next steps accordingly** — which is a very manual, interpretation-heavy task.

**Final Take:** After going through everything with them, it does seem that most of their tasks are **manual by design**, especially since they rely on reading and interpreting commentary and navigating through tools that don’t support automation.

So as of now, **automation doesn’t seem possible** unless the process or tools are restructured. Even the parts that use Excel involve too much human judgment to automate easily.

**My Suggestion:** We could possibly explore some **longer-term improvements**, like requesting more export features from the tool teams or introducing structured formats for commentary. But for now, I agree with Ritu’s view — the current process can’t really be automated.

Hi [Boss’s Name],

As discussed, I connected with Ritu and had a detailed call with Ravi Prasad to understand the SOD process and explore if anything can be automated. Here's a quick summary:

* **Tools used**: Atlas (visualization) and GIAM (EMI ID tracking) — both require **manual navigation**, no export or backend access for automation.
* **Validation**: Dual control is done manually, with ITSO involved. No Excel or system-based tracking.
* **Final dashboard**: Already in place — they just add numbers to it manually.
* **Annual activity**:
  + Data pulled manually from Atlas & GIAM.
  + Final framework includes manually written comments.
  + Scoping done via EIM tool + SharePoint extract.
  + Some Excel (e.g., VLOOKUPs), but interpretation is manual.

**Conclusion**:

* The entire process is heavily **manual and judgment-based**.
* **No real scope for automation** unless the tools are upgraded or the process is redesigned.