**Executive Summary**  
Key automation deliverables completed, including GSC Recharges tool and Anaplan L3 splits. Enhancement requests (GSC-specific, structural changes) addressed. Next phase activities are on track.

**Key Achievements (Last Period)**

* Completed and shared GIRS Activity File; pending further input for closure. Part 1 of the process is completed, and the next phase will begin once additional input is received.
* Delivered Anaplan split reports by L3 and region; new request received to include region and country splits (including GSC sites).
* Explored Alteryx, created a workflow, and identified where it can be beneficial and where it may not be suitable for the project.

**Key Achievements (Last Period)**

* Developed and shared initial GSC Recharges tool (Phase 1) with SPOCs for billing input.
* Delivered Anaplan split reports based on L3 and region-levels.
* Updated tools/scripts to align with new L3/L4 structural changes.
* **GIRS Activity File:** First part completed and shared; awaiting new input for finalization. Second part will commence once first part is finalized.

**Key Achievements (Current Month)**

* Finalized GSC Recharges tool after enhancements; now under UAT.
* Addressed GSC-specific and structural change requests in tools.
* Initiated work on enhanced Anaplan splits for region and country (incl. GSC sites).
* Created Hiring Review Input File after performing validations and checks.

**Items for Management Attention**

* Stakeholders should ensure that all process details, including any guidelines or assumptions, are clearly documented in the SOP. This will help prevent any misunderstandings and provide a comprehensive framework for developing tools and writing code.
* Having clear and detailed instructions for every step will lead to faster execution, fewer delays, and more efficient tool generation, minimizing the risk of rework and ensuring accuracy.

**Key Risks and Issues**

* Limited visibility into process-specific details, leading to potential delays in tool generation and output due to insufficient SOP documentation.
* Risk of misalignment on assumptions or instructions that could delay timelines or affect accuracy during code development and tool implementation.
* Manual handling of certain inputs increases the possibility of errors or inconsistencies, which may impact the overall project progress.

**Additions**

* Detailed input guidelines and process steps to be incorporated into SOPs for a more structured workflow and smoother execution.
* Enhanced validation checks to be added to the tool development process to ensure data integrity and minimize errors.

**3. Key Achievements (Last Period – Mar 2025)**

* Finalized Anaplan L3-level report splits.
* Delivered initial version of Global Role report input structure.
* Delivered GSC Recharges SPOC input tool (UAT phase last month).
* Completed and shared GIRS Activity File – awaiting new inputs to finalize.
* Built exhaustive Alteryx workflow to evaluate automation opportunities.

**🔄 4. Key Activities (Current – Apr 2025)**

* Refined and updated Global Role report input tool based on evolving requirements.
* Delivered updated GSC Recharges tool with logging/control check enhancements.
* In-progress automation of Anaplan report splits by Region & Country incl. GSC sites.
* Scoped and initiated hiring review file generation tool with validations.

**5. Key Activities (Next Period – May 2025)**

* Start Phase 2 of GSC Recharges: review & validation of SPOC inputs. *(Target: 15-May-2025)*
* Complete automation of Hiring Review input tool using Appian & other validated sources. *(Target: 20-May-2025)*
* Continue refinement of Global Role reporting tools based on feedback loop.

**6. Items for Management Attention**

* Stakeholders are requested to clearly outline data requirements and processes upfront to avoid ambiguity in automation design.
* Shared SOPs must include detailed exceptions/edge cases to ensure smooth and accurate tool development.

**7. Key Risks and Issues**

* Ambiguity in inputs/SOPs leads to delays in automation timelines.
* Dependency on SPOC responses and unclear formats can cause rework and inefficiency.

**Key Risks and Issues:**

* **Evolving requirements**: Ongoing changes may require further adjustments to automation processes.
* **Data integration delays**: New inputs and evolving requirements could cause integration delays.
* **Partial automation**: Since manual commentary and human judgment are involved, some parts cannot be fully automated yet.

**➕ 7. New Requests / Additions**

* Scoped hiring review file generation tool with validations – initiation planned for next week.
* Received request for Anaplan report splits by Region & Country for GSC sites (target: 25-Apr-2025).
* Global Role input structure continues to evolve based on iterative feedback and testing.