VERSION 1.0

DATE

Xxx Project

Process Definitio Document (PDD)

# Introduction

The Process Definition Document (PDD) performs two functions:

(1) The Document captures step-by-step manual activities (Scope) of the prospective process that will constitute the automated solution:

• Detailed description of end-to-end process using various cross functional flow charts, screen shots and bulleted steps

• Metrics to include (non-exhaustive) process volume, volume fluctuations, scalability forecast, average case handling time, estimate of manual resource effort, service level agreements, management information, current operating hours and scheduling

• Business rules governing the automated solution and business exceptions encountered by the automation, including known system exceptions

• Target applications and systems

• Reporting and management information

(2) The PDD forms an Agreement between all Parties that the Scope defined within the PDD is comprehensive material for the automated solution. The Project Business Case and ROI calculations are based on this fixed scope, any amendments will alter those projections.

Amendments to original scope are anticipated during delivery. Alterations made to the Scope post sign-off will be subject to Change Request Procedure. Suggested amendments are documented within Change Request Documentation.

Modifications are reviewed by the Business and Innovation Team, both parties sign off on each amendment before it is incorporated in the automated solution. The Parties consider the impact of the amendment on original ROI calculations and their capacity to implement the amendment.

PDD is drafted by the Business and Innovation Team. The Developer responsible for the automated solution should review final drafts to ensure there is enough information included to complete a high-quality automated solution.

1. **Process Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 名称 | 输入 | To Be | 关键步骤 | 输出 |
| Xx报表 | 税率，财务报表 | 系统导出，手工维护 | 1合并分类  2.根据模板生成报表 | 税务局报表 |

# Process Detail

**\*\*\*关键：必须每一步写清楚**

**报表一**

|  |  |  |
| --- | --- | --- |
| **Section ID** | **Task Name/Flow/** **User Requirements/ Functional Requirements** | **Process Flow and Business Rules** |
| **1.0 数据导入** | | |
|  | 选择文件夹，文件 | 用户选择文件，或者指定路径文件 |
|  | 文件确认 | 工具判断文件是否集全 |
|  | 计算1 | Sheet 1-B1\* Sheet1 –B2\*0.01 |
|  | 计算2 | 汇率=根据 sheet1-C 列& sheet1-D列 =sheet2-A列&sheet2-B 列 sheet2 F列的值 |
| **3.0**  **存放在指定位置** | | |
| 1.08 | 当前工具文件夹 |  |