**Problem Statements – Automation**

1. **Invoice Processing Automation**  
   Your organization receives 200+ invoices per month in PDF format through email. Currently, finance staff manually download, verify, and enter them into an ERP system. Design an automation process using Microsoft Power Automate and SharePoint to capture, validate, and store invoices.
2. **Employee Onboarding Workflow**  
   New employee onboarding currently involves manual creation of accounts, assigning permissions, sending welcome emails, and sharing training materials. Create an automation flow that integrates Azure AD, SharePoint, and Microsoft Teams to streamline onboarding tasks.
3. **Automated Document Expiry Alerts**  
   The compliance team manages hundreds of policy documents in SharePoint. Each document has an expiry date in metadata. Develop an automation that checks expiry dates daily and sends reminders to the document owner 30 days before expiration.
4. **Automated Data Sync from Excel to SharePoint**  
   A project management team updates an Excel sheet daily with task progress. This data is manually copied into a SharePoint list. Build an automated solution to sync Excel updates directly to the SharePoint list without manual intervention.
5. **Scheduled Report Generation and Distribution**  
   Management requires a weekly project status report that compiles data from multiple SharePoint lists. Propose an automation process that gathers data, formats it into a report, and emails it to stakeholders every Monday morning.

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**Problem Statements – Automation (Set 2)**

1. **Leave Request Approval Automation**  
   Employees submit leave requests through a SharePoint form. Currently, managers approve them via email, and HR manually updates the leave calendar. Propose an automated flow that routes leave requests for approval, updates the SharePoint leave calendar, and sends email confirmations.
2. **Helpdesk Ticket Assignment Automation**  
   The IT helpdesk receives tickets via Microsoft Forms. Tickets are manually assigned to technicians. Design an automation that categorizes tickets based on keywords, assigns them to available technicians, and updates the requestor about the status.
3. **Automated Training Certificate Generation**  
   After completing an online training, employees currently email HR to get certificates. Create an automation that detects training completion in a SharePoint list, generates a personalized PDF certificate, and sends it to the employee automatically.
4. **Automated File Archiving**  
   Departments store project files in a SharePoint document library. At the end of a project, the files are manually archived to another location. Develop an automation that detects “Project Status = Completed” in metadata and moves files to an archive library with version history.
5. **Daily Task Reminder Bot**  
   Team leads manually remind members about daily tasks via chat. Propose an automation using Power Automate and Teams that sends personalized task reminders at a set time every day, based on data from a SharePoint task list.