# Business Case Document

\*\*Project Name:\*\* Employee Attendance Report Automation

\*\*Objective:\*\* Automate the generation and email delivery of the employee attendance report based on monthly Excel files.

\*\*Background:\*\* The HR department previously generated attendance reports manually, which consumed significant time and was prone to human error.

\*\*Business Need:\*\* The automation reduces manual effort, ensures consistency, and delivers accurate reports on time each month.

\*\*Expected Benefits:\*\*

- Reduction in processing time by 80%

- Improved accuracy of data consolidation

- Automatic report distribution to the HR Manager

\*\*Frequency:\*\* Monthly

\*\*Tools Used:\*\* UiPath, Excel, Gmail, GSuite API