|  |  |
| --- | --- |
|  | Process Definition Document |
|  | <customer> |
|  | [Process Name] |
|  | Version 1.0 |

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# Document Control

## Authors

|  |  |  |
| --- | --- | --- |
| Date | Author Name | Role |
| 03/10/2019 | <name> | Business Analyst |
|  |  |  |
|  |  |  |

## Version Controls

|  |  |  |  |
| --- | --- | --- | --- |
| Version History | | | |
| Date | Version # | Revised By | Reason for change |
| 03/10/2019 | 1.0 |  | Initial Draft |
|  |  |  |  |
|  |  |  |  |

## Document Review and Sign-Off

This document has been approved as the official Process Definition Document for <process name>, and accurately reflects the current understanding of business process requirements. Following approval of this document, requirement changes will be governed by the project’s change management process, including impact analysis, appropriate reviews and approvals.

|  |  |  |  |
| --- | --- | --- | --- |
| Document Approvals | | | |
| Date | Approver Name | Project Role | Signature/Electronic Approval |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Business Context

<describe business context>

# Scope & Requirement Overview

<describe Scope & Requirements>

# Business Process Flow

<business process flow>

# Detailed Process Definition

|  |  |  |
| --- | --- | --- |
| Step | Description | Screenshots/Attachments/Remarks |
| 10 | List all fix numbers in the input file | SMEs to prepare the BOT Input file and upload it into the folder (\\ABC01\Input\)  **Template:** |
| 20 | … | … |

# Exception handling

|  |  |
| --- | --- |
| Description | Details |
| <error handling xxx> | Bot related errors to notify via email to xxx@ |
| <exception 1> | … |

# Logging

|  |  |
| --- | --- |
| Description | Details |
| e.g. Audit Log | e.g. Compiled (multiple bot runs to be appended in same days log) on a daily basis for each day the bot is run. |
| <exception 1> | … |

# Dependencies

e.g. BOT should trigger this process immediately after completing ABC01 process (irrespective of success/failure).

# Special Requirements and Considerations

Pls describe here security needs, frequency, data conversion or any other business needs

|  |  |
| --- | --- |
| Description | Details |
| e.g. Password Change | e.g. SAP password change to be forwarded to zzz@ for action |
| <exception 1> | … |
| Frequency | Process has to run every 15 min from Mon to Sun |

# Appendix