Life Cycle of

1. **Intake**

RPA Solution Architect & Leads will discuss with Business (Client)

1. **Planning**

RPA Lead

1. **Designing**
   1. Creation of PDD (Process Definition Document ) – RPA Business Analyst & Client
      1. High Level process
      2. High Level Process flow diagram
      3. Applications involved, Access Roles, Access POC
      4. Exceptions
      5. Special
      6. Bot Scheduling
      7. Stake Holders
   2. Review the PDD (RPA Developer)
      1. PDD Review Doc (Excel – S.no, PDD Query, Raised By, Clarified By, Comments)
   3. Solution Design Document
      1. Low Level Process Flow (To- Be Processed)
      2. Environment
      3. Input
      4. Output
      5. Logging
      6. Monitor
      7. Alerting
      8. Stakeholder
      9. High level Test cases

SDD & Test Cases should be signed-off by business to proceed with development

<<Requirement Freeze>>

1. **Development**
2. Unit Testing & Integration Testing

<Code Review>

1. UAT Testing

UAT-Sign Off

1. Production Deployment
2. Production Dry Runs
3. Hyper Care
4. Live
5. Reporting