

# 14 IMPORTANT POINTS

## TO INCLUDE IN YOUR RPA PROCESS DEFINITION DOCUMENT (PDD)



*A PDD is a comprehensive document that outlines the AS-IS process flow and definitions.*

Process Key details -  
Objectives, Volume,  
Business Function etc

01



02

Reporting/MI Details

High level businessflow  
including upstream &  
downstream processing

03



04

Target applications  
In-scope details –  
URLs, environment

Key stroke application  
mapping – Visio  
diagram will suffice

05



06

In-scope & out-scope  
process activities

Business case/benefit  
– FTE/Cost Savings,  
Intangible benefits

07



08

Exceptions – Known,  
Business,  
System/Application

Risks and Mitigations

09



10

List reusable  
automations

Signoffs from Key  
Stakeholders – Process  
Owner, SME, CISO,  
Technical Architect etc

11



12

Links to existing  
documentations  
including videos,  
SharePoint sites etc

Assumptions

13



14

Screenshots as a  
substitute for keystroke  
mapping

Want to hear more of my thoughts? Follow [#RPAJargonBuster](#) on LinkedIn

Copyright © 2021 by RPA Jargon Buster

