## **Syllabus Template**

### **Course Name:** RPA Business Analyst

**Instructor Name:** BHARTI DUBEY

1. **Who can take your course?**

This course is dedicated to any audience interested in the role played by a Business Analyst throughout an RPA implementation, and particularly to Business Analysts, Business Managers, and Process Managers who want to learn the fundamentals of Business Analysis in RPA.

1. **What is included in your course?**

Learning Objectives

At the end of this course you should be able to:

* + Describe the role of a Business Analyst throughout each of the stages of an RPA implementation;
  + Understand the challenges a BA can face and define the ways to overcome them;
  + Conduct an Opportunity Assessment in order to identify the best processes to automate with RPA;
  + Apply best practices in documenting processes proposed for automation;
  + Outline a Process Design Document and other relevant documentation;
  + Prepare and coordinate a UAT plan;
  + Support in managing changes throughout the entire automation life-cycle.

1. **What should I know before starting this course?**

RPA Starter course

This course will help you:

Understand what RPA and hyperautomation are;

Differentiate between the steps of an RPA implementation;

Identify the UiPath solutions for each step of an RPA implementation;

Understand the key functionalities of each UiPath solution;

Get started in building your first automation using StudioX and Studio.

**Syllabus:**

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| **Week** | **Topic** | **Description** |
| 1 | **INTRODUCTION TO THE RPA BUSINESS ANALYST ROLE** | At the end of this lesson you should be able to:   * Define what a process is and why it is useful; * Explain the differences between a process and a procedure; * Convert a process description into a process flowchart. * Describe the role of a Business Analyst; * Detail the required skills of a good BA; * Exemplify some of the challenges faced by a BA and outline solutions for overcoming them. |
| 2 | **The RPA Journey and**  **the BA’s Role  - Overview** | At the end of this lesson you should be able to:   * Enumerate the stages of an RPA journey; * Describe the role of a BA in each of the stages of the RPA journey. |
| 3 | **Prepare RPA** | At the end of this lesson you should be able to:   * Describe how a BA can determine the automation suitability of a process; * Explain how a BA prioritizes processes depending on their complexity; * Detail how a BA calculates the potential automation benefits of a process; * Outline the recommended phases of an RPA Implementation Plan; * Build an Opportunity Assessment Questionnaire. |
| 4 | **Solution Design** | At the end of this lesson you should be able to:   * Detail the documentation process steps of an RPA implementation; * Outline a Process Design Document; * Discuss the components of a test case and a test scenario and the differences between the two. |
| 5 | Build RPA | At the end of this lesson you should be able to:   * Exemplify some of the reasons that might trigger a change during an RPA implementation; * Discuss best practices recommended for managing changes. |
| 6 | Test RPA | At the end of this lesson you should be able to:   * List the stages of a UAT lifecycle; * Detail the UAT prerequisites; * Discuss recommended best practices for elaborating and coordinating a UAT plan; * Create an Issue Log. |
| 7 | Stabilize RPA | At the end of this lesson you should be able to:   * Discuss the actions a BA would need to take in preparing Go-Live; * Define the mandatory information that needs to be included in a User Manual. |
| 8 | Constant Improvement | At the end of this lesson you should be able to:   * Detail the types of changes that might appear during or after an RPA implementation; * Define the Change Control Process; * Create a Change Request; * Describe the Change Evaluation process. |