La Jolla Logic System Analysis:

Training and Managing System

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Executive Summary

La Jolla Logic is a high-performing San Diego-based corporation with a legacy of cybersecurity expertise. Their goal is to meet quality management to deliver an outstanding service bringing Military-grade cybersecurity to the table. Working in all areas including Military-grade network security, machine learning, artificial intelligence, IT Risk Management Consulting, and Cybersecurity Systems Engineering. Currently, there are approximately 50-60 employees working in various states in the U.S.

In this project, we will analyze the current training management system to identify their costs and inefficiencies. After analyzing all the processes, we will redesign the flow of procedures by using an automated system to increase efficiency for their training management. We will not alter the content of the training programs or how it is conducted. In order to achieve such a goal, we will implement a better software system for time management and progress tracking.

The Key Performance Indicator in this project will be the time reduction, which is converted into U.S. dollars for better explanation and visualization. Currently, the tracking and managing system is being recorded and monitored by four supervisors or Department Leads (HR Supervisor, IT Manager, Accounting Manager, Project Management Office Supervisor) as well as an Operations Manager. This tracking and managing system takes up to 53.8 work hours a year, which is equivalent to $3,574 annually. We can reasonably estimate the finance value of the tracking and managing system about $5,000 a year. From that, we calculated the current Return On Investment (ROI) rate for the tracking and managing system is about 40%.

We have determined this managing system to be inefficient because it requires manual entry as well as back and forth efforts. After conducting some research, we have come up with a solution by using Microsoft Power Automate to design a new system to reduce the cost. With the new system, we have reduced the cost to $1,277 making the new ROI approximately 292%. Also, we have designed a feedback system so the administration can assess the satisfaction of employees in the company. According to ZoomInfo (one of the most reliable sources on the Internet about insights of U.S companies), the current revenue of La Jolla Logic is about $5 million a year. According to the President of the company, they expect to increase revenue by 20% next year, which is about $1 million.

Current Business Analysis

La Jolla Logic conducts business using their top cybersecurity team working on projects to innovate and develop Military grade technology. Along with military grade cybersecurity, they work with projects from the community as well as work with contracts from the Department of Defense. They deal with military grade network defenses and machine learning as well as put research and implementation into artificial intelligence. They also assist in IT risk management consulting helping limit vulnerability with general data protection and security. Their cybersecurity engineers work with all types of systems engineering and accreditation to get the best results and quality in their work.

We performed SWOT (Strength, Weakness, Opportunity, Threat) analysis with our observations. Their strength is currently having competitive advantages in Advanced cyber security/defense solutions. They have Extensive training for employees and are trained periodically in certain programs to keep them updated with new technologies in the cybersecurity field. For weaknesses we found out that training data is recorded manually in Excel, involving five people, and a good amount of time is wasted. Each year, it takes the Operations Manager 22 hours, the Accounting Supervisor 5.8 hours, the HR Supervisor 15.2 hours, the IT Manager 4.8 hours, and the Project Management Office Supervisor 6 hours. This tracking and managing system takes up to 53.8 hours a year in total, which is equivalent to $3,574 annually. Currently, there is no organized way to communicate regarding the training management system.

There is a potential way to improve the tracking and managing system using automated software. La Jolla Logic has many opportunities in the near future, as businesses are shifting towards cloud computing and cloud cybersecurity will be in demand. Government entities are constantly targeted by hackers all over the world for malicious purposes. Therefore, there is a huge potential opportunity for company expansion. Threats that we discovered when analyzing La Jolla Logic were that they must constantly adapt and conduct their business practices to be compliant with new government regulations/policies (such as training employees, certifications, data security measures, etc…). Therefore, they should optimize their secondary processes. These supporting processes do not directly provide value to a customer base, but they help to keep the business running efficiently and securely.

We focused on the training and onboarding process, and found ways to improve it through better data management. The Operations Manager wants to automate the data flows as much as possible rather than having to go to each Department Supervisors (Leads) and ask for training reports. From this, he can forward and assign information to the President, Vice President, or Departments Leads accordingly. Finally, the Operations Manager wants the tracking and training report to be shared between the administration and the Department Leads to avoid data silos. (data is separated between departments).

Currently, the flaw with the training and onboarding process is that the Tracking and Managing System for training their employees, onboarding or current, is manually written on Excel files or on paper. The Operations Manager has stated that this process is very time consuming and is a recurrent process. Also, the Operations Manager has noted that there are no efficient feedback mechanisms in place to notify employees. If an employee slacks on informing the Department Leads about their training progress, the Operations Manager or Department Leads have to contact that employee until a response of their progress has been given. The last issue is that there is no unified automated database of employee training completion. Any data relating to employee training and date of completion is stored in separate Excel sheets created from each of the Department Leads. It is then the job of the Operations Manager to store all of the data from each Excel sheet he receives and merge it all into one Excel sheet which can have issues with accuracy.

There are some potential ways to improve the tracking and managing system with automated programs from reliable companies. These programs allow them to automate unnecessary manual processes in monitoring employees' training. Furthermore, you can customize the programs to automate functional processes that are part of their daily duties.

Creating an automated system will increase employee productivity to focus their efforts on business projects instead towards record tracking processes. The feedback system will also improve employee morale.

The Operations Manager hopes to reduce about 50% of the work hours (53.8 hours) involved in tracking and managing employees' training programs. Reducing this will also lower the opportunity costs, so that Departments' Supervisors can be more productive in other areas of the business.

Current Business Process Analysis

When looking at the context diagram on Exhibit 1.0 Current Logical, all the training processes are manual, including obtaining and sorting training programs, assigning them to employees, reporting to the Department Leads, reporting to the Operations Manager, updating the record, reporting to the Vice President and the President, getting new information on the website of the Department of Defense.

When looking at the Decomposition Diagram on Exhibit 1.1 Current Logical the Tracking & Managing the Training System of La Jolla Logic comprises two major processes: Employee Training and Record & Tracking.

In Employee Training, there are two subprocesses: Setup Training Programs and Update Employee's Progress Report. In the Setup Training Programs subprocess, there are three primitive processes: Obtain Training Programs, Conduct Remote Training , and Conduct In-person Training. In the Update Employee's Progress Report, there are two primitive processes: Create Training Report and Send Training Report.

In the Record & Tracking process, there are two subprocesses: Record Updated Data and Manage Updated Data. In the Department Leads Record Updated Data subprocess, there are two primitive processes: Update Report/Records and Notify Updates To Operations Manager. In the Manage Updated Data subprocess, there are two primitive processes: Record Completion Status of Training and Send Report/Records To the Vice President.

Looking at the Level 0 Current Logical diagram (Exhibit 1.2), process 1.0 (Employee Training), first starts with the training providers sending the training programs to the Operations Manager to his email and then sorting them before sending them over to the Department Leads. The training programs either remote/in-person training are then assigned to their employees whether that be Onboarding, certification, reoccurring, or one-time training via company email. Once the employees' complete their assigned training they will send an email to their department lead informing them of their training status and date of completion. Within process 2.0 (Records & Tracking). Each Department lead uses a different excel file and method of recording training logs. Once they update their new records, they will send an email with the attached excel sheet to the Operations Manager. It is then the Operations Manager's job to combine and organize those Excel sheets into one employee training database called LJL Required Training Log. Finally, Operations Manager creates an official Training report as a PDF file and emails it to the Vice President.

During Level 1 process 1.0 (Exhibit 1.3), the initial process that occurs is through the Operations Manager. The Operations Manager will sort and send the designated training programs to the Department Leads through their company email domain. If there are new employees, the Department Leads will assign one-time training programs which consist of safety and interviewing programs. New employees will also have to do certification training if needed. These trainings includes La Jolla Logic Security Refresher - Acknowledgement, La Jolla Logic Insider Threat Awareness - CDSE Training and Certificate, Active Shooter Awareness & Movie, Personally Identifiable Information (PII), National Insider Threat Awareness Month - Annual Insider Threat Refresher - Acknowledgement, National Cyber Security Awareness Month - Cyber Awareness, Controlled Unclassified Information (CUI) Certificate. Also, they will need to go through the recurring training which includes Harassment Prevention (every 2 years), Occupational Safety and Health Administration's (OSHA) (every year), Timekeeping (every year), Quality Policy (every year), Holiday Safety (every year), Security+ (every 3 years), CISSP (every 3 years), PMP (every 3 years). In addition, new employees will need to also do an onboarding training which is the employee handbook training. For all other employees, they need to go through the recurring training and certification training if needed. After the Department Leads determine what training programs their employees need in their department, they will set up the training programs and send notifications via company email. Once the employees have been notified and assigned training programs, they will be required to send their training status via email as a progress report to their superiors which are the Department Leads.

In Level 2 subprocess 1.1 (Exhibit 1.4), is the subprocess where the Department Leads obtain and assign training programs to employees. Each month, the U.S Department of Defense Bulletin will release new information about trending technologies and training programs in the cybersecurity field. The Operations Manager has to visit the website of the Department of Defense to get the information needed. He will then contact the Training Programs Providers to purchase those training programs. Once the training programs are acquired the Operations Manager will sort the training programs and forward that information via company email to the Department Leads. After the information is received, the Department Leads will assign those training programs depending on what is required for each employee at their departments. Depending on the type of training, employees will receive training program notifications informing them if they need to conduct the training in-person or remotely.

Level 2 subprocess 1.2 (Exhibit 1.5) is the subprocess where the Department Leads receive information about training status from employees via emails and create a training report to send to the Operations Manager. This DFD begins with the new and current employees creating a training report of the status of their training completion which is then sent via company email to the Department Leads. The Department Leads receive the training report and use the data to create an Excel sheet with all the completion statuses of all new and current employees in each department. The Department Leads will then send their training report Excel files to the Operations Manager via company email.

The Revised Level 2 subprocess 1.1 (Exhibit 1.6) is the subprocess where the Department Leads obtain and assign training programs to employees. However, this revised subprocess takes into account the flow if an employee fails to complete an assigned training program. Once the department Leads send out training notifications via company email, it is then the responsibility

of the employee to complete their assigned training. If for any reason an employee does not complete it they will then forward an email to their respective supervisor and restart the training process. After this is resolved, the process resumes as normal with the Department leads updating the employee training status in Excel and sending those records to the Operations Manager.

The Level 1 process 2.0 (Exhibit 1.7) diagram begins with employees sending an updated report of the completion of their training status via company email to the Department Leads. Once received the Department Leads record the new data in the already created Excel files. The Department Leads will organize the training data then send these updated Excel files via company email to the Operations Manager. Moving forward, the Operation Manager will manage the newly organized Excel files (HR-Training-Data, IT-Training Data, Accounting-Training-Data, and Project-Managing-Office-Training-Data) received from the Department Leads and create his own Excel sheet to combine all employees training data and make an official report. The Operations Manager will then update the employee training database periodically and send the official report to the vice president.

Next, the Level 2 subprocess 2.1 (Exhibit 1.8) is the subprocess where the Department Leads receive updated training status from employees and notify the changes to the Operations Manager. Because there are some recurring training programs, employees often send updates sporadically about their completion to the Department Leads. Then, the Department Leads have to make updates to their own Excel files. Once that is complete, the Department Leads will then organize all their training data to have it ready to send to the Operations Manager via the company emails.

Level 2 subprocess 2.2 (Exhibit 1.9) illustrates more in depth how data is moved around from the Operations Manager to the employee training database and towards the Vice President. First, the operations Manager will organize updated data from the Department Leads to record the completion status of the employee training and update the employee training database. The Operations Manager will then use his updated Excel file to create an official report and will send the official report via company email to the Vice President.

Level 2 Subprocess 2.2 (Exhibit 1.9.1) was revised because we discovered that not only is the employee training database being updated but also the training program requirements databases for the employees (Onboarding/Initial Training, Recurring Training, Certification Training, One-time Training) are being updated and new organized excel files containing this information are being sent to the Operations Manager. Looking at the DFD, it now begins with the requirements databases where the organized excel file is sent to the Operations Manager. The Operations Manager will then update his excel file and record the completion status of employee training to update the employee training database. While doing this, he will also create and send an official report to the Vice President via email.

Problem	Cause of Problem	Baseline and Target
Individual Excel files are being created by each Department Lead creating inefficiency.	They do not have an organized way of creating data. Everything is scattered around.	There should be a way to integrate all training data across departments.
Department Leads need to manually go back and forth between their Excel files to update the data. It is time consuming	There is no automation in place.	The processes could be automated by using automation software.
Overall training management system is ineffective and time consuming.	There is no automation and the system is not organized.	reduce about 50% of the work hours (53.8 hours) involved in tracking and managing employees' training programs.

Proposed Process Analysis

Our proposed solution that meets La Jolla Logic's requirements is Microsoft's Power Automate. Power Automate is a commercial off the shelf application that is designed to remove repetitive day-to-day processes for businesses. In addition, it is a SaaS (Software as a Service) cloud based service provided by Microsoft. Microsoft Power Automate is an ERP (enterprise resource planning) software that would make it a suitable software for our system. Processes in Power Automate are managed by what they call "Workflows" (Exhibit 4.1). Microsoft is ISO 27001 certified which is centered on the security of information with a set of procedures, policies, processes and systems. These are in place to deal with information security risks which are critical for La Jolla Logic due to the nature of the company and its business. Microsoft Power Automate is extremely versatile as it can connect and adapt seamlessly with all Microsoft applications and businesses with legacy on-premise applications. Microsoft claims that the software will be able to connect with more than 470 applications (Exhibit 4.2). This application will work efficiently for our use case because La Jolla Logic currently uses Microsoft Excel to manage and update their employee training database. Currently, Power Automate works on Windows and Mac operating systems and also has their own mobile application. For La Jolla Logics use case, we will focus on automating their manually written training management system to be updated on its own in real-time.

Taking a look at Exhibit 2.0 (proposed logical) and Exhibit 3.0 (proposed physical) context diagrams, Power Automate is added as a new source which will provide updates and receive data for La Jolla Logic. A workflow would be designed to receive training details via a

designed Microsoft form, which is stored on the company's cloud database, containing all the subject fields that an employee would have included in an email with his training status. There will also be a field where employees can write their feedback to the management. Then in real-time Power Automate would notify the Operations Manager and the Department Leads that a new submission has been received and the Excel sheet has been updated. Lastly the Operations Manager can review the Excel file and prepare a PDF file as done currently to submit an official report to the Vice President.

Looking at the Decomposition models (Exhibit 2.1 and 3.1), the procedure La Jolla Logic conducts training their employees (subprocess 1.1) will remain unaffected. However the steps employees take to notify their superiors (subprocess 1.2) and how that progress gets recorded will change by integrating Power Automate. When an employee submits a training completion form it will email the Operations Manager and the Department Leads. The only human interaction there will be done in this system is at the end (subprocess 2.2) where the Operations Manager and Department Leads can view the shared Excel file and revise it periodically as they see fit.

In Level 1 process 1.0 for both proposed logical and physical (Exhibit 2.3 & Exhibit 2.4), the initial process remains unchanged (subprocess 1.1) with the Operations Manager receiving training programs from the Providers, sorting them, and sending them to the Department Leads. After that, the Department Leads will assign training programs to employees via the company emails. The new process implemented here (subprocess 1.2) is when employees finish their training programs, they will access the Microsoft form stored on the company's cloud database and submit their completion.

The Level 2 subprocess 1.1 remains unchanged (Exhibit 2.4).

The revised Level 2 subprocess 1.1 also remains unchanged.

In the Level 2 subprocess 1.2 (Exhibit 3.6) , the employees start the reporting process by submitting their status to a Microsoft form, which is located on the company cloud's database. Then, the Power Automate tool will receive the submission form details and perform two actions simultaneously: Power Automate will compile the submission form in to an Excel file stored in the company's network server (subprocess 1.2.2) as well as notify a new submission notification via company email to the Department Leads and Operations Manager (subprocess 1.2.3).

In Level 1 process 2.0 (Exhibit 3.7) , Power Automate will send the Excel file to update the training database (subprocess 2.1). The Operations Manager will have access to the Excel file and draw data from it to create and complete a final training report (subprocess 2.2). The Operations Manager will send the received data to the department leads. The Operations Manager will then put together an official report in a pdf format. The official report is meant to be seen only by the Vice President. The Vice President receives the official report.

In Level 2 subprocess 2.1 (Exhibit 3.8), Power Automate will take the employee completion form once submitted by employees and update the excel report database (subprocess 2.1.1). The revised Excel file will then reach the Department Leads as well as the Operations Manager. At the same time Power Automate will notify a change of records to the Department Leads and Operations Manager so they can be aware of record changes (subprocess 2.1.2).

In Level 2 subprocess 2.2 (Exhibit 3.9), the revised Excel file is reviewed by the Operations Manager (subprocess 2.2.1). The updated file is then made into a pdf official report by the Operations Manager. The Operations Manager is then responsible to give the official report to the vice president for review (subprocess 2.2.2).

Power Automate was not the only software solution we came up with. There were many different alternative softwares that have the same functions as Microsoft Power Automate. Some softwares had better additional abilities and support. Laserfiche is a leading global provider of enterprise content management software that helps employers take control of their business processes through automation. Though Laserfiche had better support and is more user friendly, it also was more expensive overall. Laserfiche costs $79 per user a month compared to $40 a month per user for Microsoft Power Automate.

Ui Path was another software that uses the power of automation to help users design and run robotic process automation. The ease of use to set up was better and the overall quality for support was better. Ui Path had way more abilities and functionalities like AI, analytics, and much more. Ui Path was more complex than what we needed for the scope of our business process. Ui Path started at $420 a month per enterprise at its lowest price. The price was beyond our expectations and was not in our budget range.

Solution Assessment

Microsoft Power Automate reduces the manual redundancy of La Jolla Logic in their tracking and managing system. It helps them to have a clear and structured way of reporting training status and updating training status. Moreover, implementing this tool will also free up time for the Operations Manager and the Department Leads, allowing them to increase their productivity. Currently, La Jolla Logic's supervisors spend 53.8 hours a year managing their employees' training, which is equivalent to $3,574. With Power Automate in place, we estimate that the new total cost a year would be $1,277, which can be converted into 19.2 hours. The new training management system significantly reduces the work hours compared to the current system.

Financial Feasibility (Exhibit 4.0): The plan of Microsoft Power Automate we recommend La Jolla Logic is the plan "with attended RPA" (Robotic Process Automation). The current price for this plan is $40 a month per user, which is equivalent to $480 a year. The only other cost is the initial cost, which is paying someone to set up the new system, and that all depends on whatever amount La Jolla Logic will pay one of their current employees or a third-party to set up the automation of the system. This falls within La Jolla Logic's budget for

managing employees' training status. And La Jolla Logic only needs to subscribe for one user to implement the tool. Using this tool to manage the training & managing system, we estimated that the Operations Manager and the Department Leads only need to spend 1 hour each month, which is equivalent to 12 hours a year. The work hours will cost about $797 annually (each work hour costs $66.43). Thus, the new total cost a year to manage and update employees' training status will be $1,277. The current financial value for the tracking and management system for employee training comes out to a ROI of 40%, but with the new system, the ROI will come out to 292%. The financial feasibility aspect of this new system is a great reason on its own to implement it because with a slight change, La Jolla Logic will easily save a large amount of time by automating the majority of the system.

Technical Feasibility: In order to use the Microsoft Power Automate effectively, La Jolla Logic should consider subscribing to the Power Automate plan with attended RPA (Robotic Process Automation). This plan allows them to use both Cloud workflows and Desktop workflows. With Cloud workflows, users can customize their workflows on the website hosted by Microsoft: https://powerautomate.microsoft.com/en-us/. With Desktop workflows, users can customize their workflows by the Power Automate software desktop version. It can work well with Windows and macOS. The installer file is listed on this website: https://learn.microsoft.com/en-us/power-automate/desktop-flows/install. Therefore, it is technically easy for La Jolla Logic to use this tool.

Organizational Feasibility: If La Jolla implements Power Automate as designed, the automated system will improve the current issue. The proposed solution resolves the root problem, which is the back and forth manual entry of the supervisors, by automating the majority of this process to save both time and money. It will make it easier for employees to report their training data status without creating hassles for the supervisors.

Security Feasibility: Microsoft Power Automate is ISO/IEC 27001 certified which is centered on the security of information with a set of procedures, policies, processes and systems (Microsoft Learn). These are in place to deal with information security risks which are critical for La Jolla Logic due to the nature of the company and its business. Since La Jolla Logic already uses Microsoft Excel to track/manage their employee training, there won't be much difference when it comes to the security of the data.

Scheduling Feasibility: The delivery time of this analysis project will fall in the middle of December 2022, which is an ideal time for La Jolla Logic to review and evaluate the proposed solution so they can start to implement it in January 2023. Microsoft Power Automate is available anytime, and we estimate that it would take about two weeks to complete the implementation.

To make this improved system work as efficiently as possible, the builder at La Jolla Logic who will be implementing it should design a Microsoft form. This form contains the same subject field variables they want updated in the excel file like Employee ID, and boxes to choose Departments, date of completion, feedback and any other fields they may want. Then they should create an automatic workflow within Power Automate. Within this workflow, they can link the subject fields from the Microsoft form into the corresponding rows/columns in Excel to update when an employee submits a form. Within the same workflow they can connect an email service

so that Power Automate sends an email to the Department Leads the employee is in and/or the Operations Manager. If La Jolla Logic would like to extend the use of Power Automate, they can customize the software to use it as a Web Scraper which can be used to pull information like new training programs from the Department of Defence website and LJL's training providers instead of having to read it manually. An example of using this workflow is shown in Exhibit 4.3.

Conclusion

La Jolla Logic's solution to their employees training business process and status reports could be improved by our team's suggestion of implementing Microsoft Power Automate. This will be used between the employees and the superiors. Instead of needing to manually report via emails and input data into Excel back and forth, this method will facilitate the updating process. It will help the management easily review the training data of employees. Training will be reported with better accuracy as well as training data will be tracked more efficiently. It will be about 2.8 times less time consuming to run Power Automate as the managing and tracking system and less work for everyone. Moreover, the management of La Jolla Logic can customize Power Automate in many ways to enhance their business operations, because Power Automate works with various applications. Overall, time and organization can be improved with the new system process in place.

Exhibits

Exhibit 1.0
Current Logical
Context Diagram

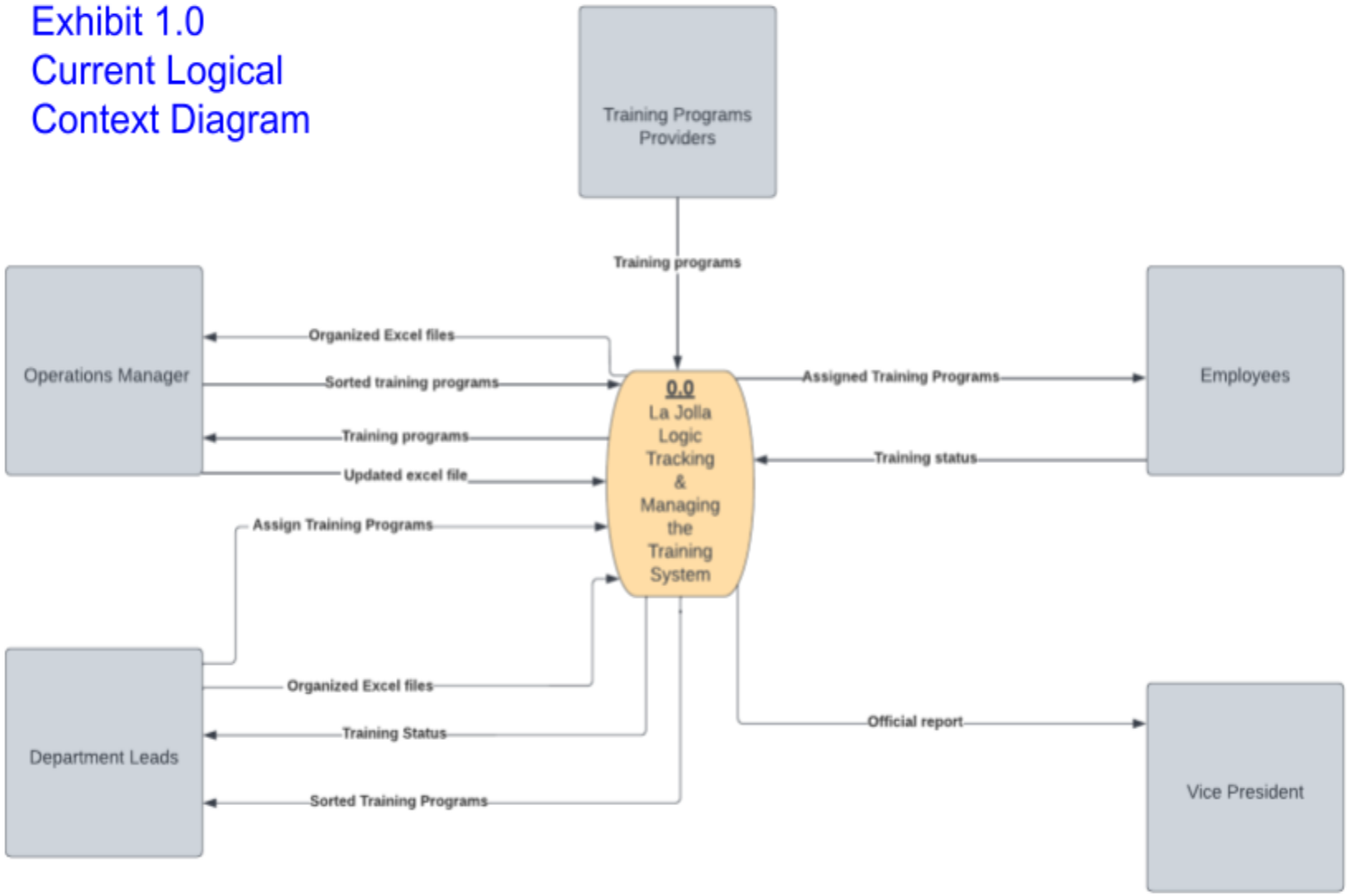
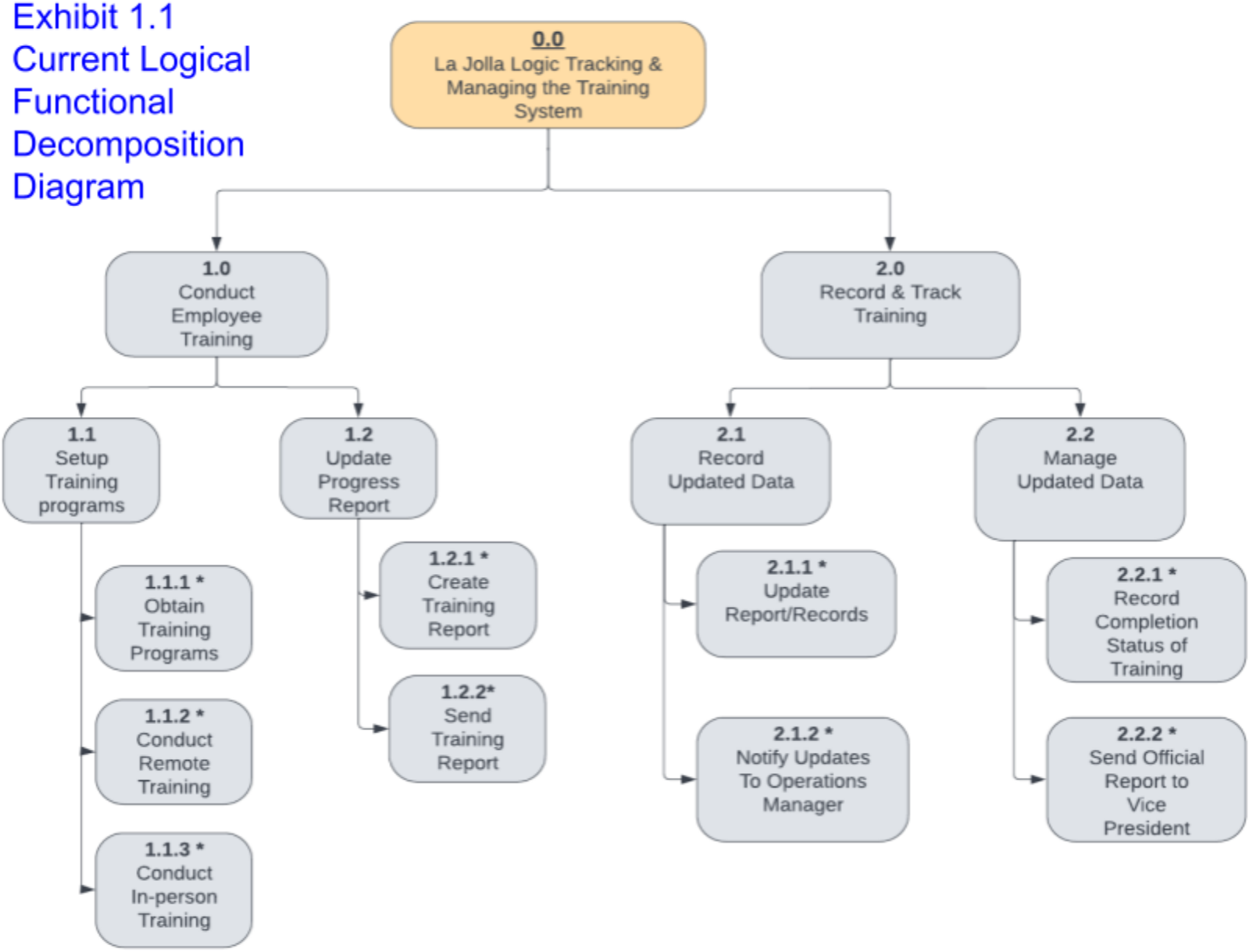
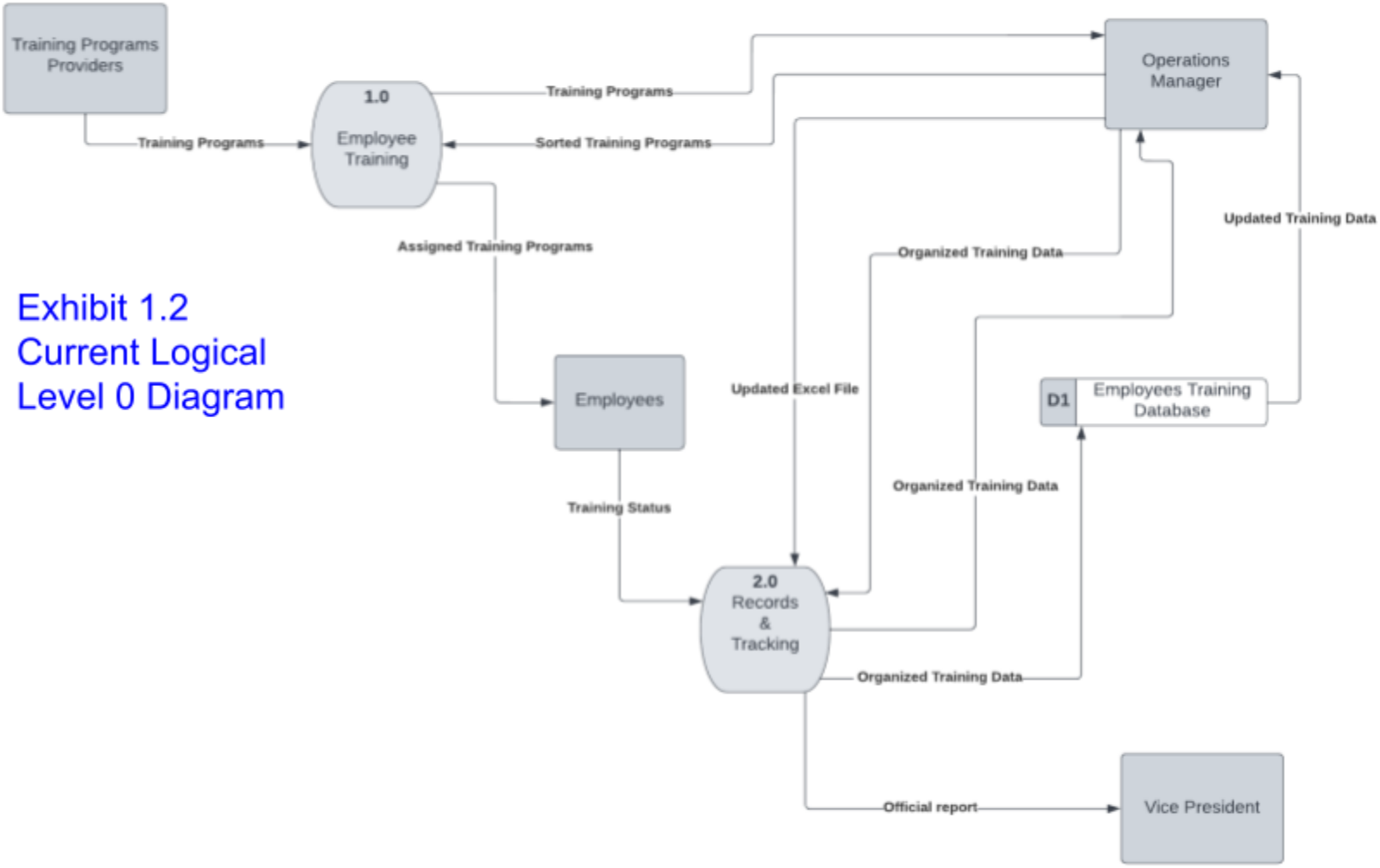


Exhibit 1.1
Current Logical Functional Decomposition Diagram




Training Programs Providers
Training Programs
1.0
Employee Training
Training Programs
Sorted Training Programs
Operations Manager
Updated Training Data
Assigned Training Programs
Organized Training Data
Exhibit 1.2
Current Logical
Level 0 Diagram
Employees
Updated Excel File
D1
Employees Training Database
Organized Training Data
Training Status
2.0
Records & Tracking
Organized Training Data
Official report
Vice President

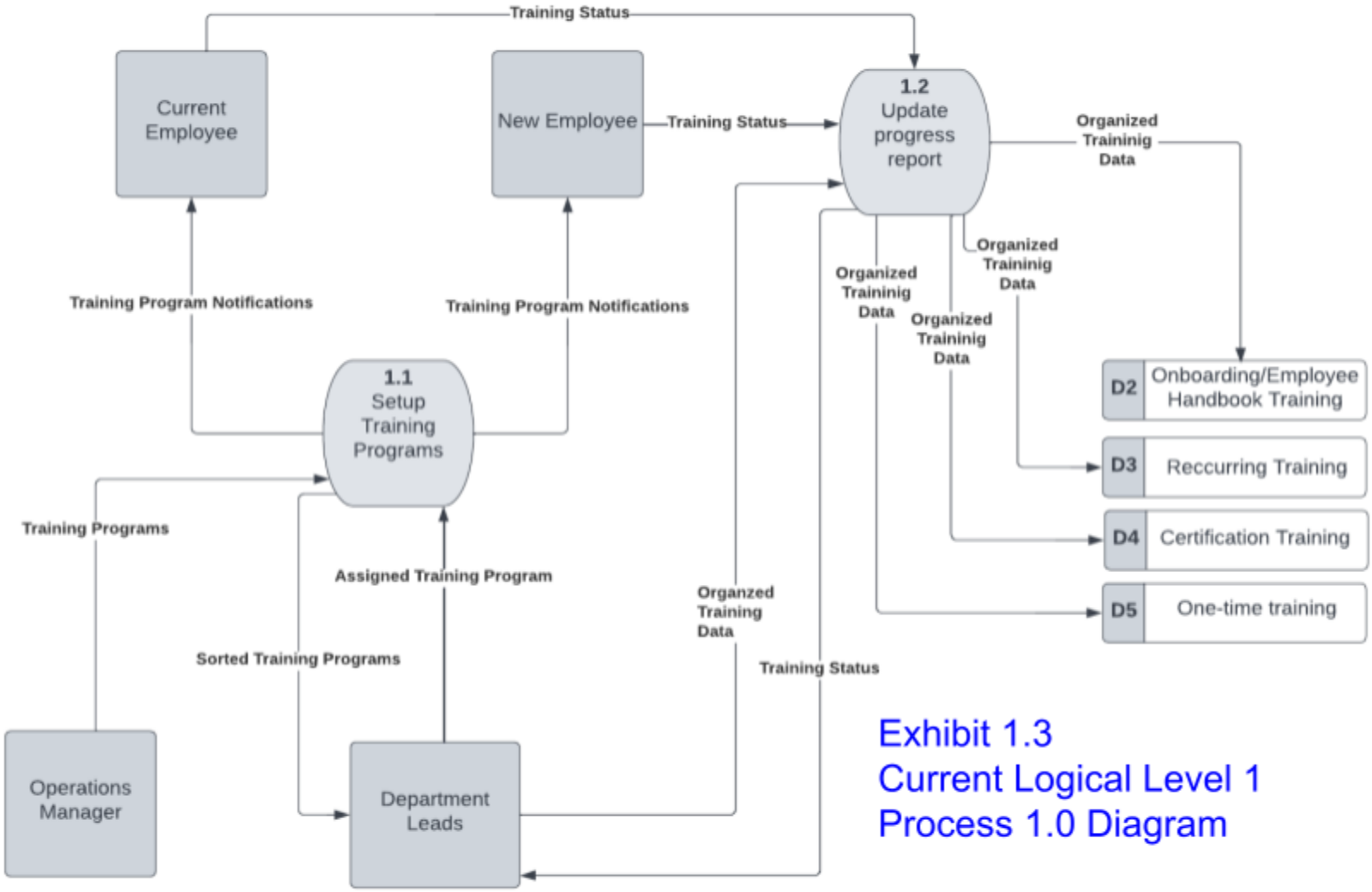
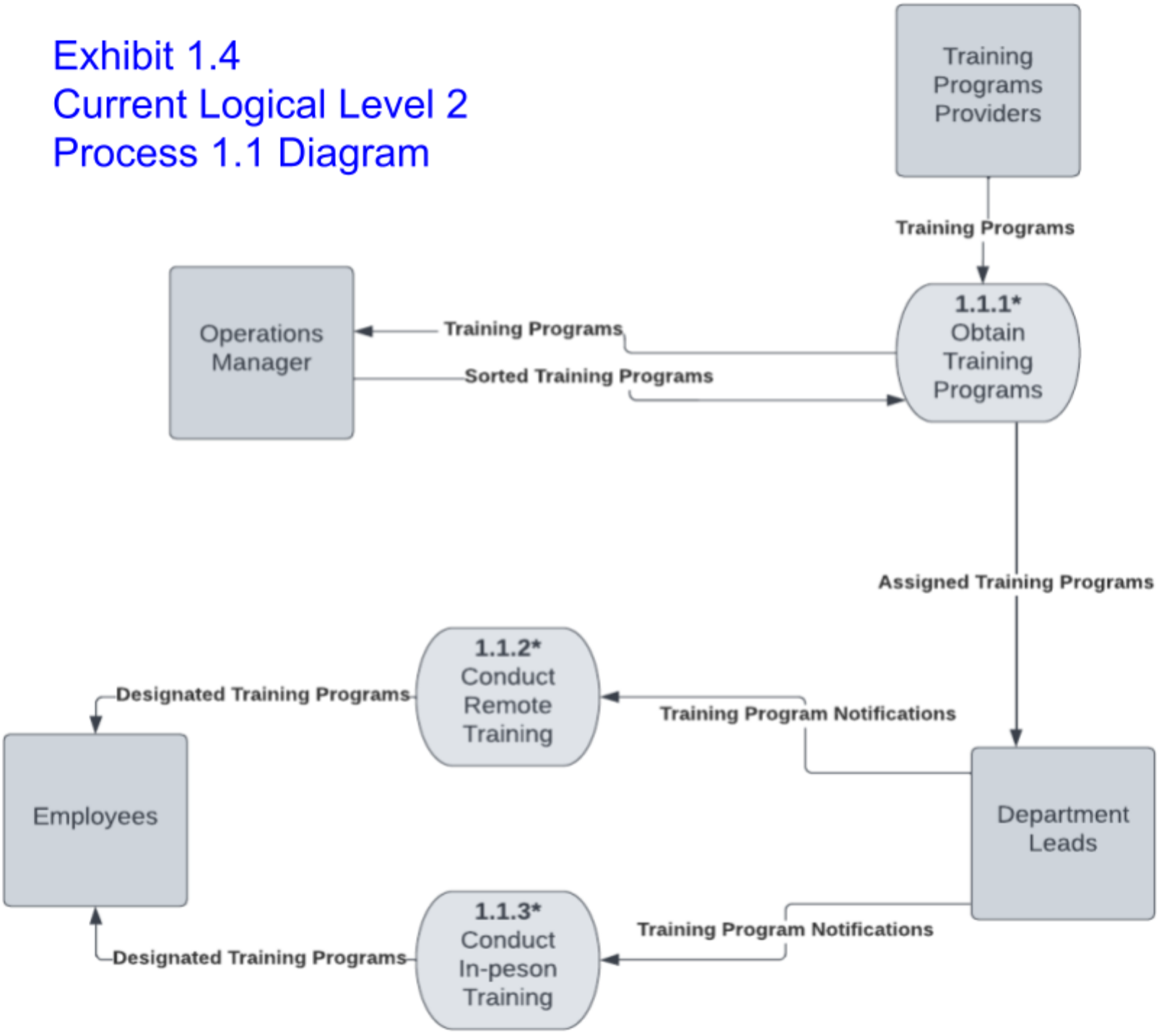


Exhibit 1.3
Current Logical Level 1
Process 1.0 Diagram

Exhibit 1.4
Current Logical Level 2
Process 1.1 Diagram



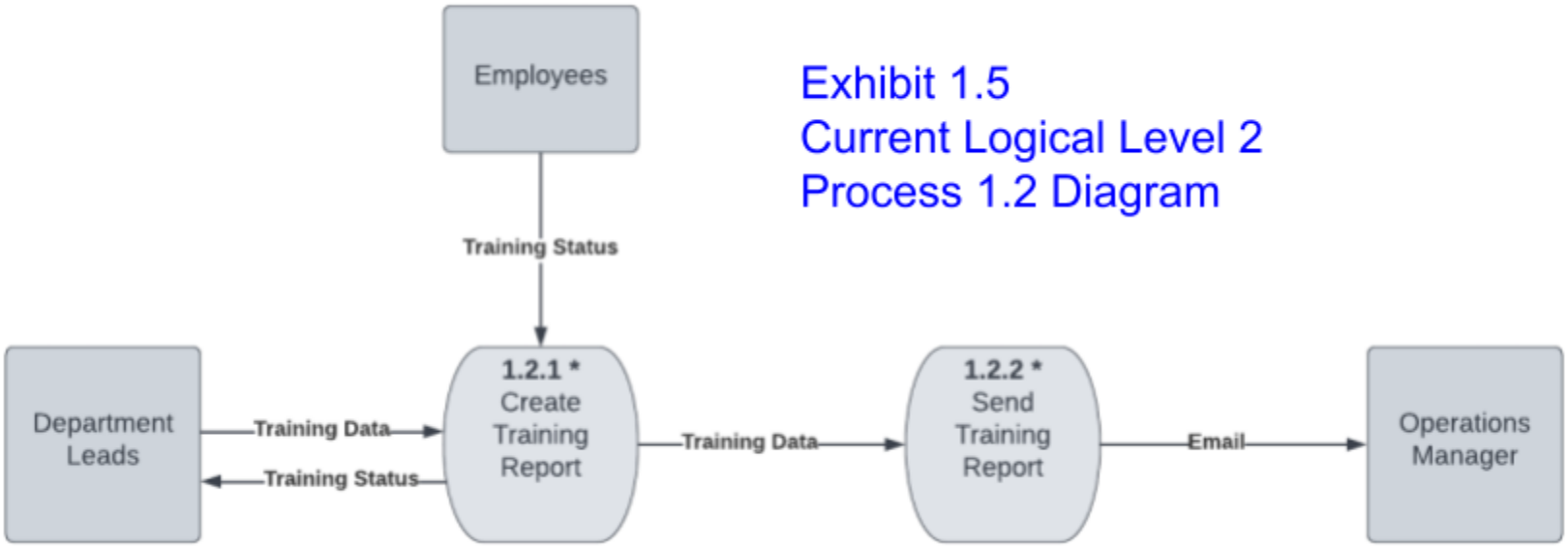
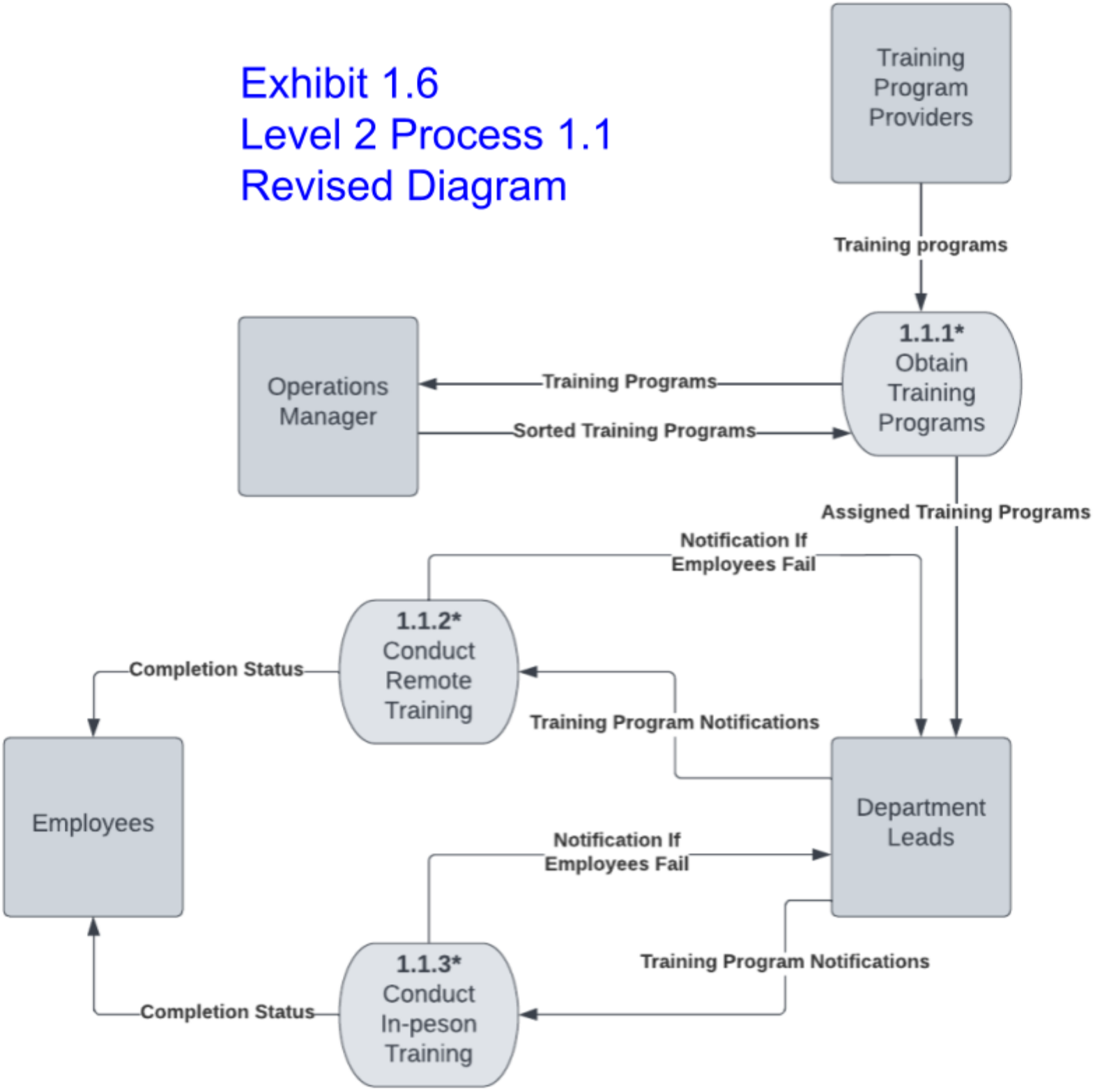


Exhibit 1.5
Current Logical Level 2
Process 1.2 Diagram

Exhibit 1.6
Level 2 Process 1.1
Revised Diagram



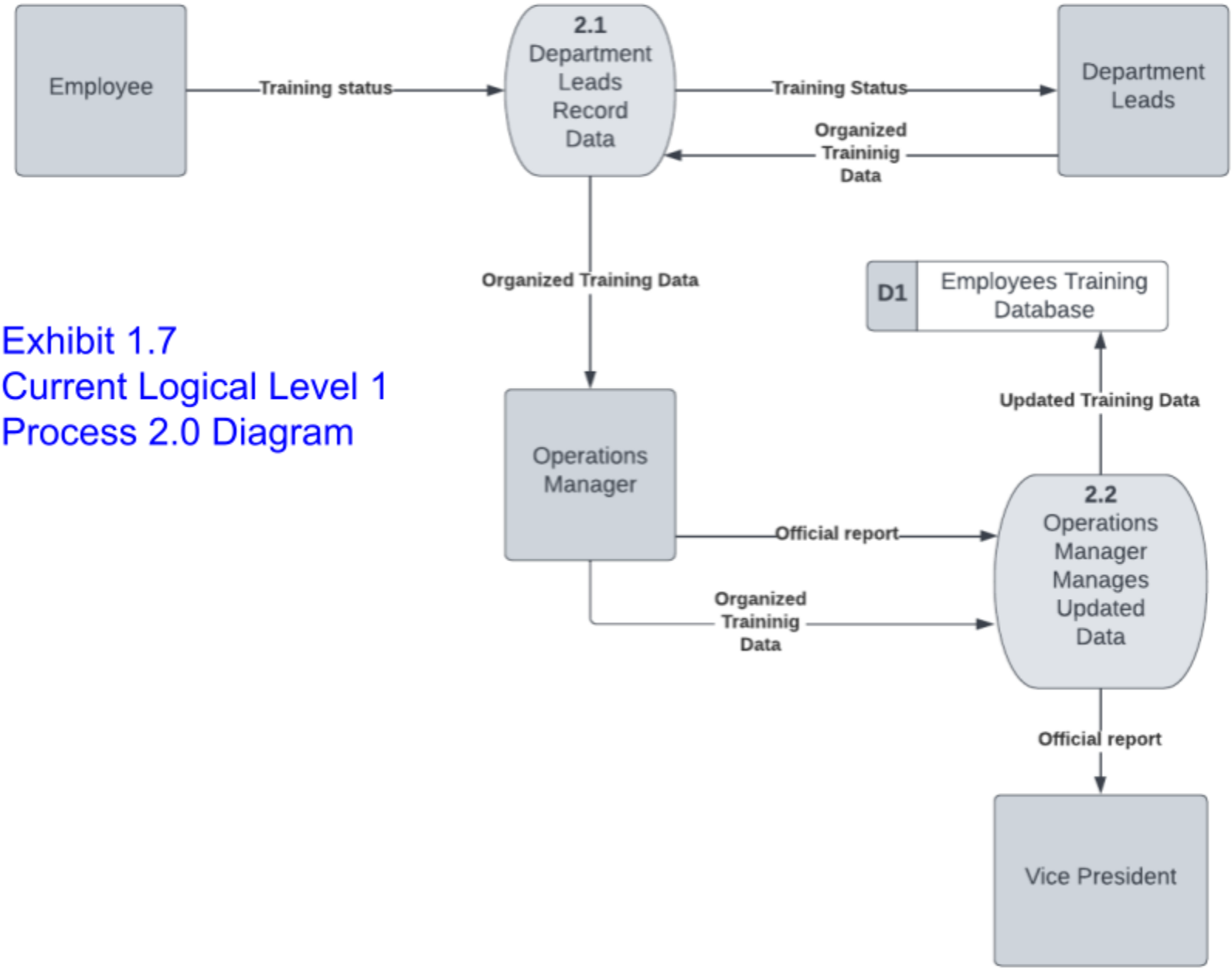


Exhibit 1.7
Current Logical Level 1
Process 2.0 Diagram

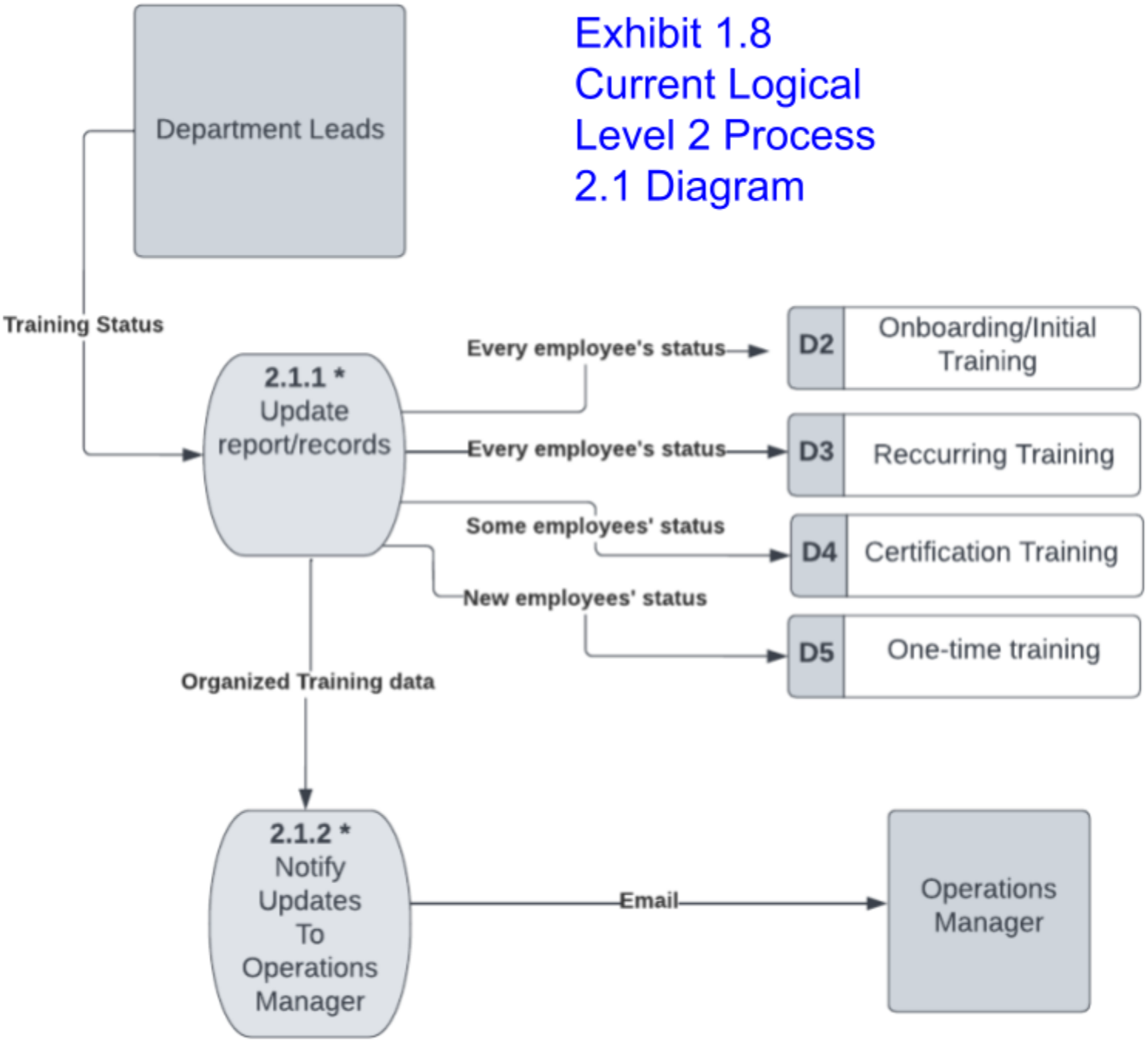


Exhibit 1.8
Current Logical
Level 2 Process
2.1 Diagram
Department Leads
Training Status
2.1.1 *
Update
report/records
Every employee's status
D2
Onboarding/Initial
Training
Every employee's status
D3
Reccurring Training
Some employees' status
D4
Certification Training
New employees' status
D5
One-time training
Organized Training data
2.1.2 *
Notify
Updates
To
Operations
Manager
Email
Operations
Manager

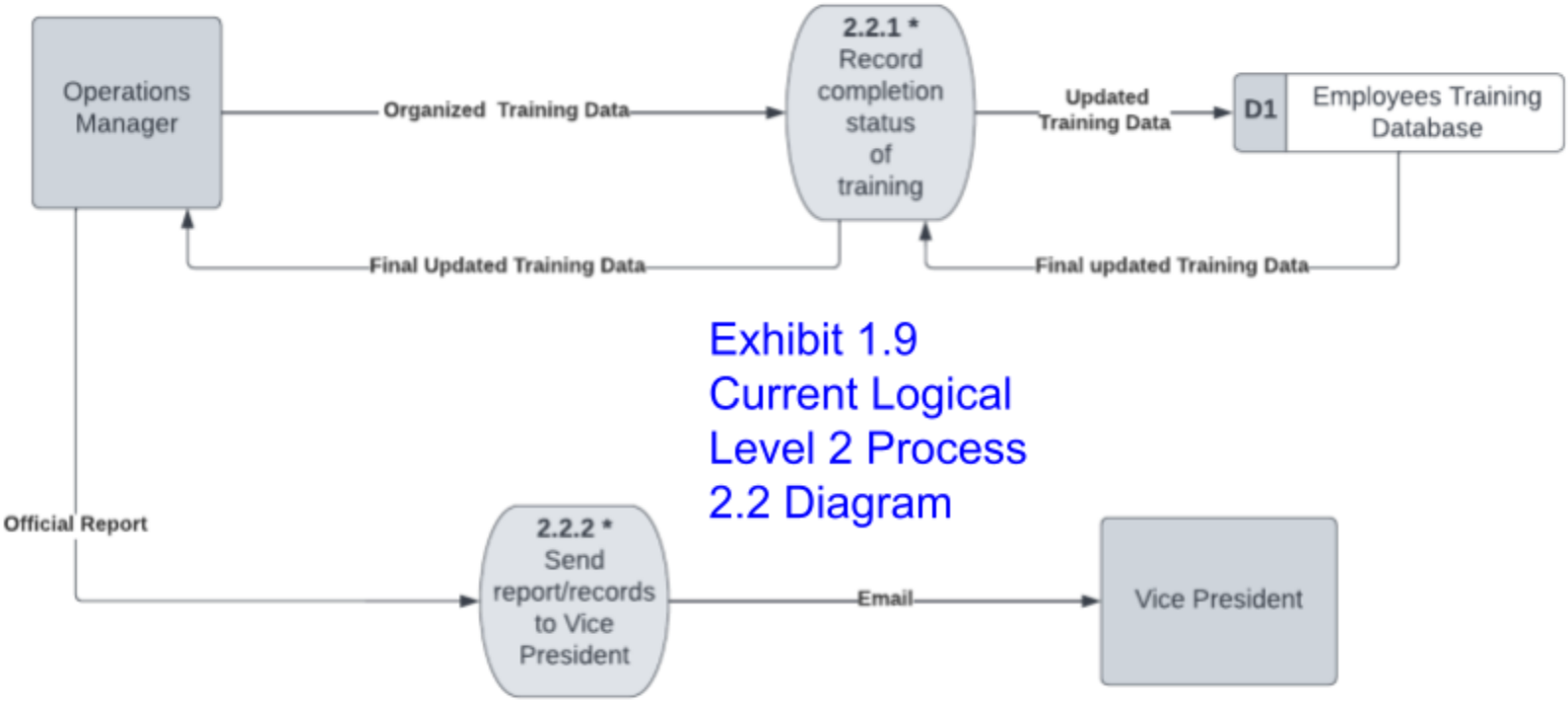


Exhibit 1.9
Current Logical
Level 2 Process
2.2 Diagram

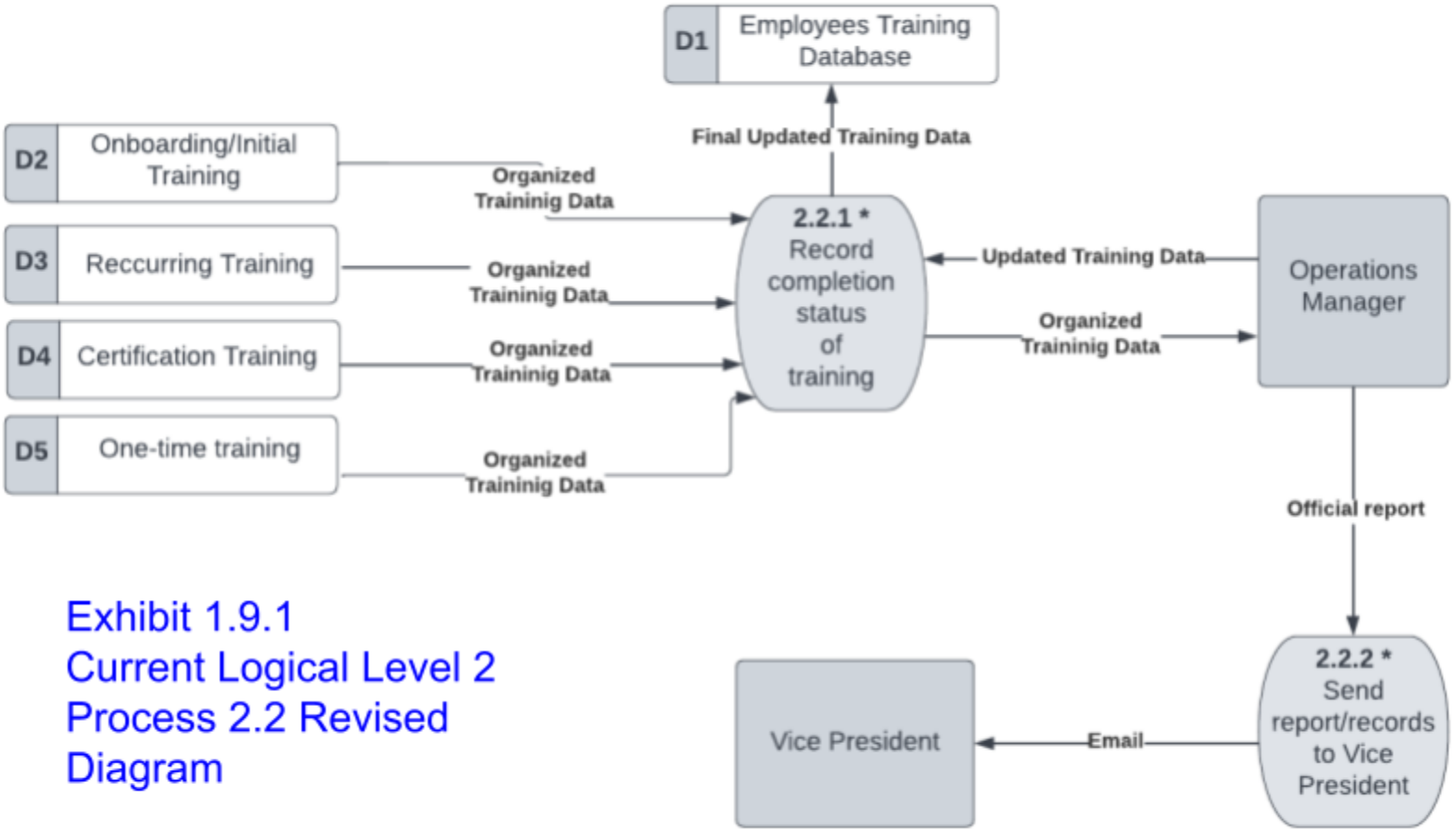


Exhibit 1.9.1
Current Logical Level 2 Process 2.2 Revised Diagram

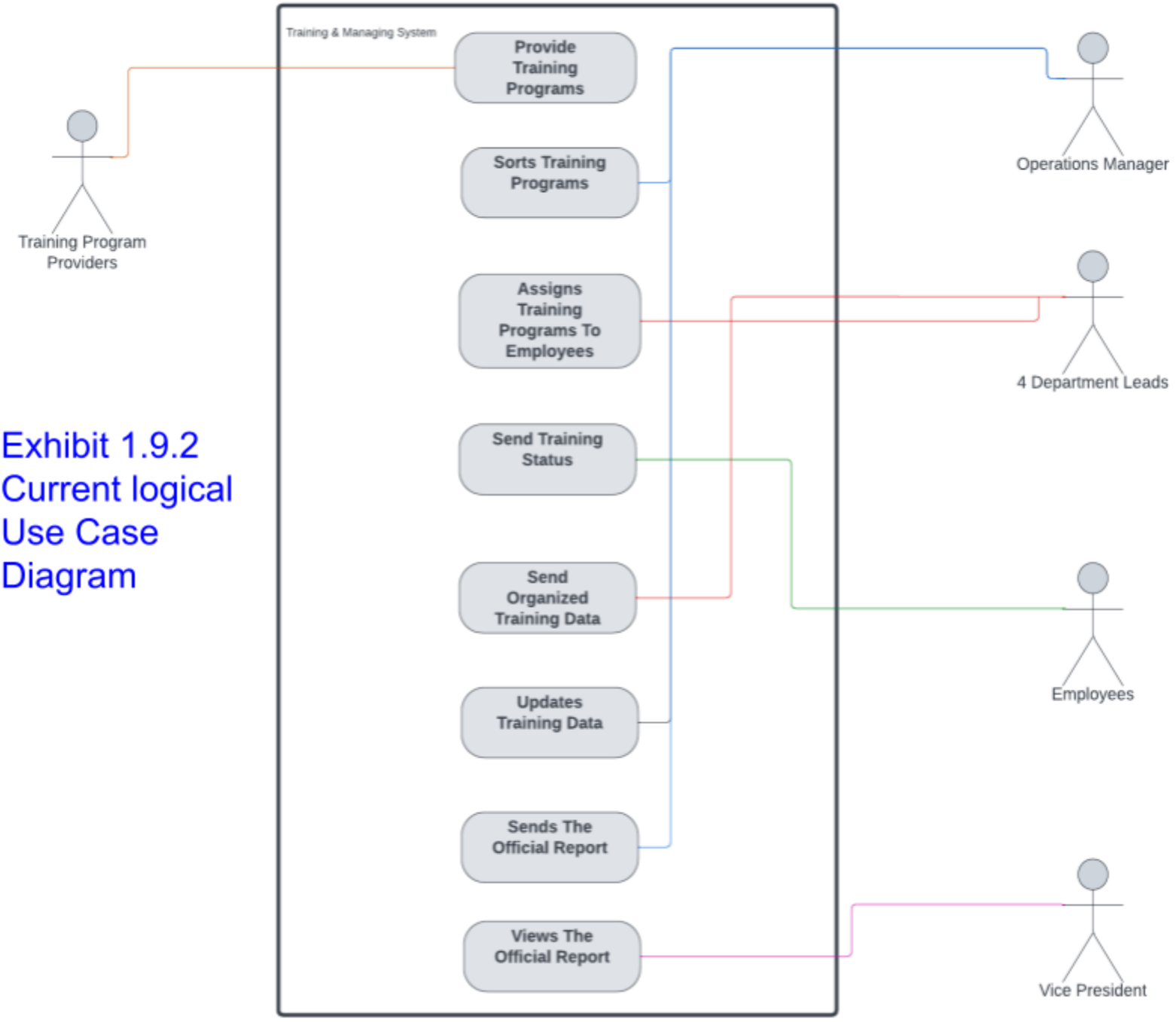


Exhibit 1.9.2 Current logical Use Case Diagram

Exhibit 2.0
Proposed Logical Context Diagram

Red Represents Changes

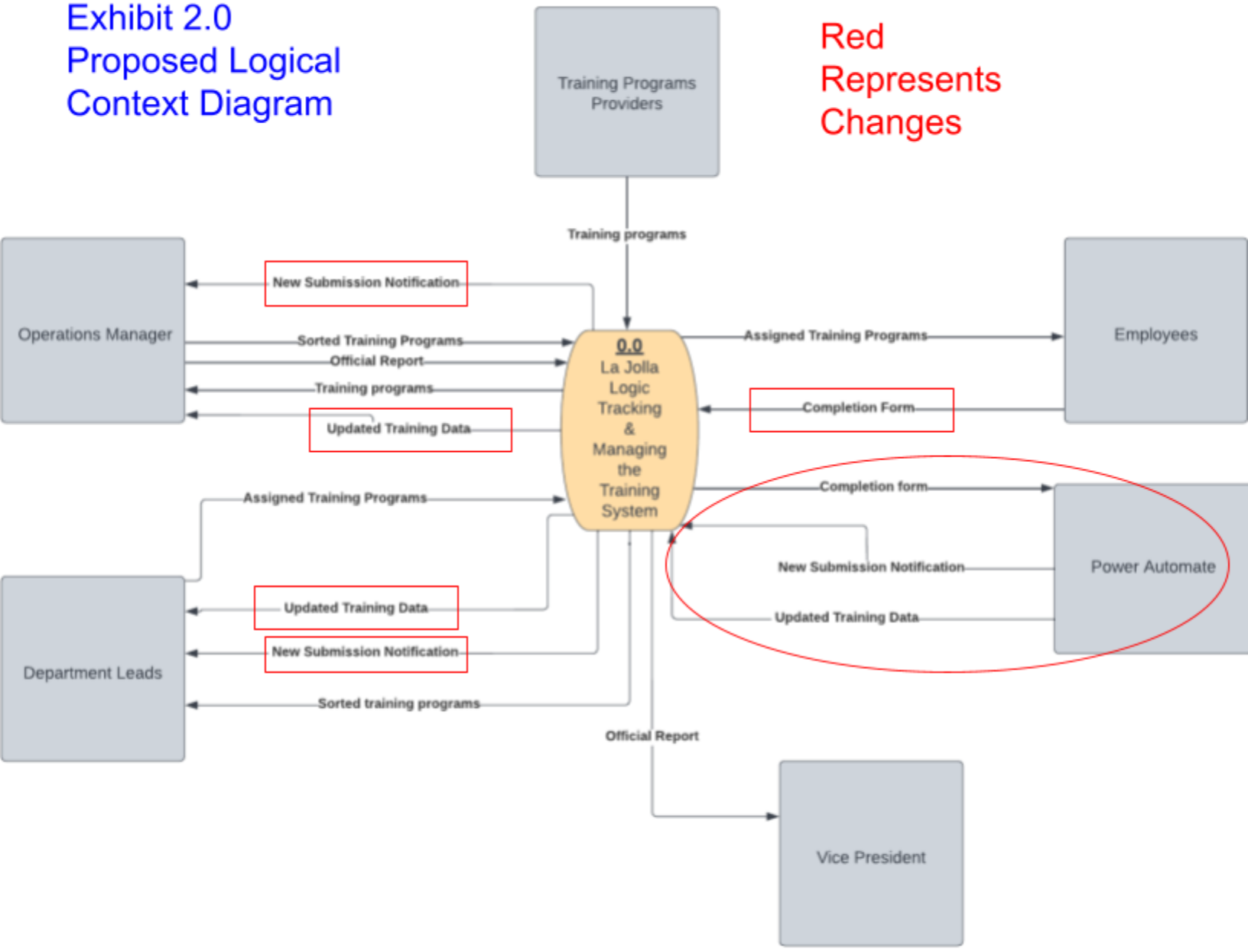
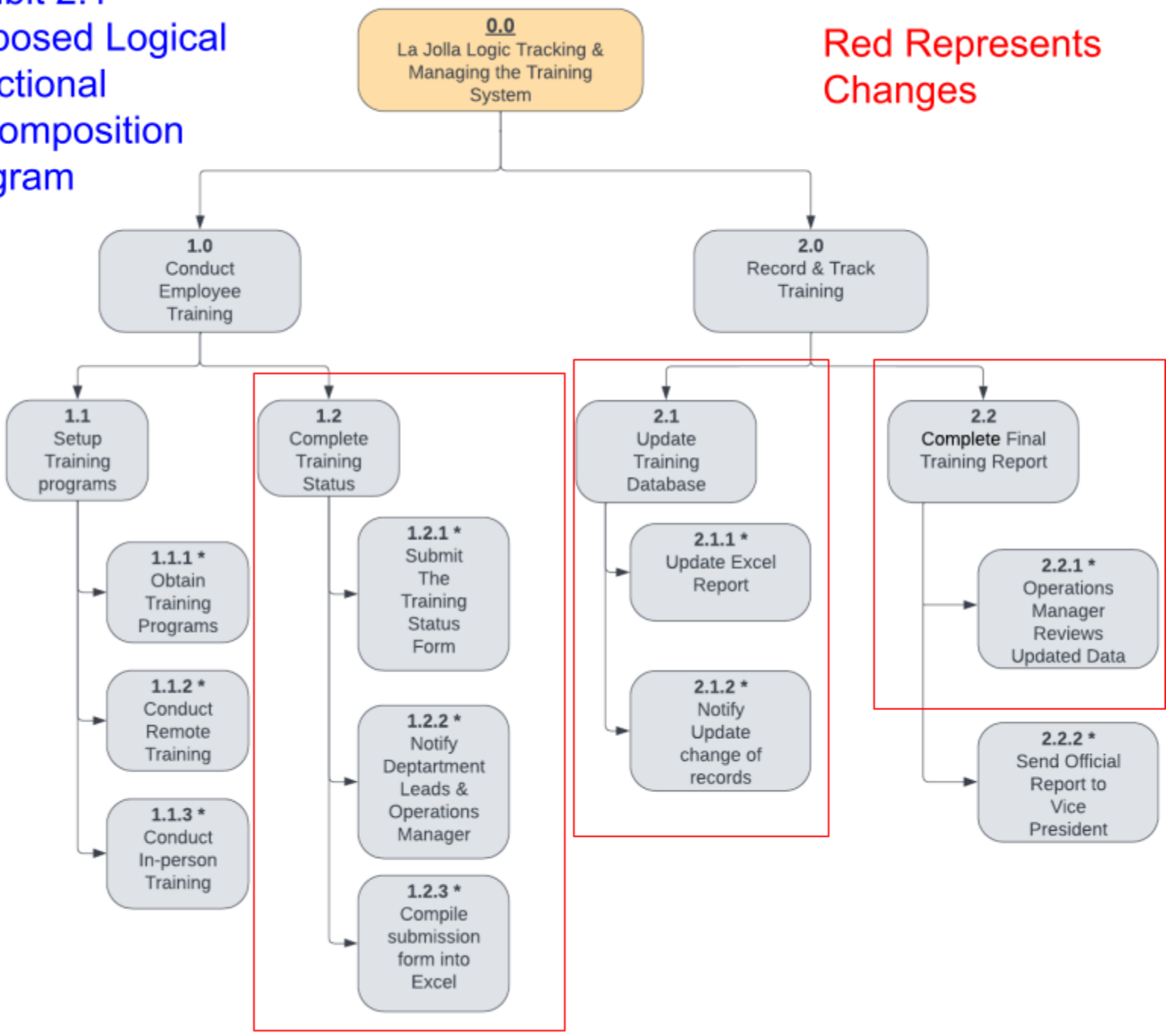


Exhibit 2.1 Proposed Logical Functional Decomposition Diagram

Red Represents Changes



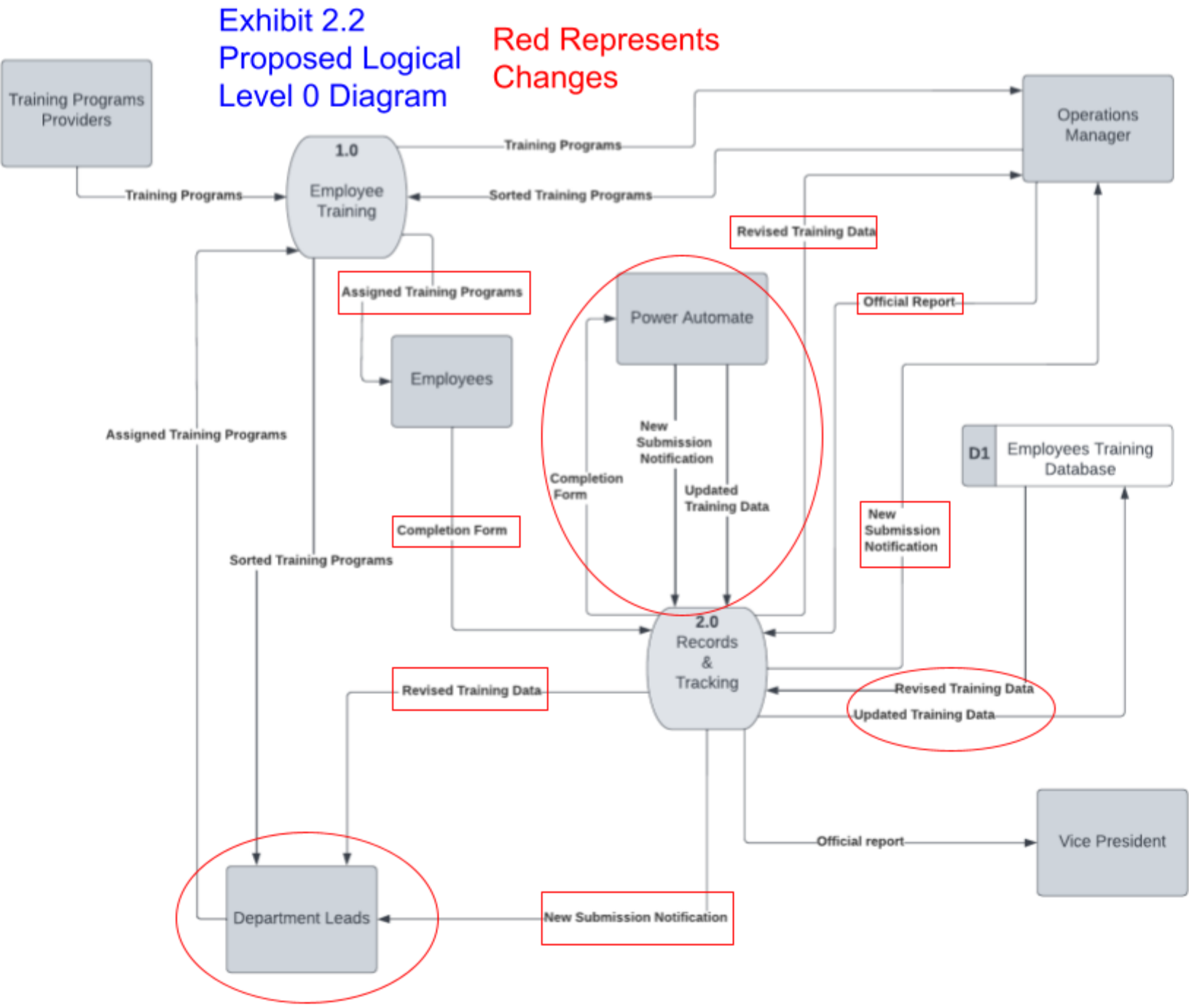
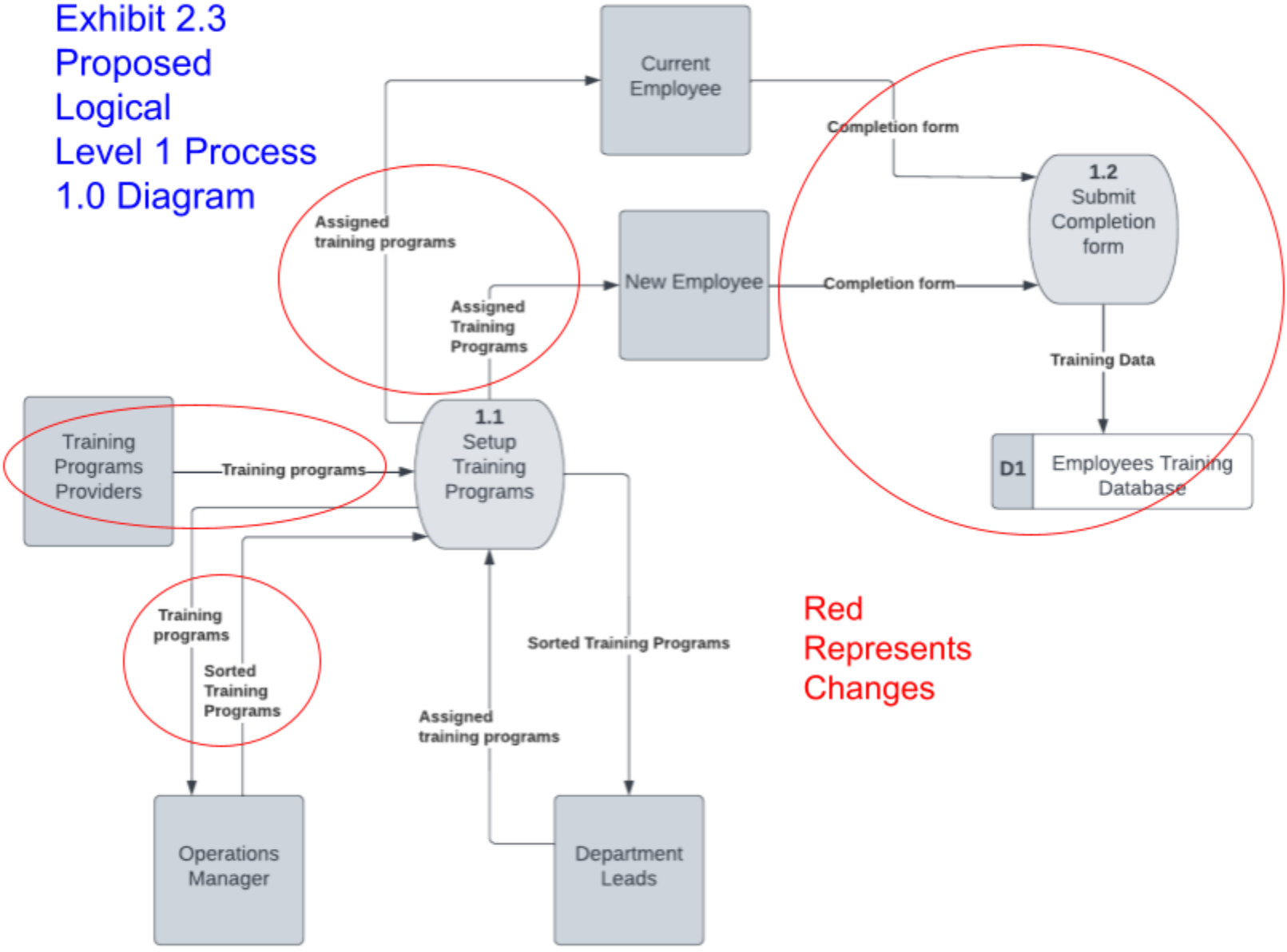


Exhibit 2.2
Proposed Logical
Level 0 Diagram
Red Represents
Changes
Training Programs
Providers
1.0
Employee
Training
Training Programs
Sorted Training Programs
Operations
Manager
Revised Training Data
Assigned Training Programs
Employees
Power Automate
Official Report
Assigned Training Programs
New
Submission
Notification
Completion
Form
Updated
Training Data
D1
Employees Training
Database
Completion Form
New
Submission
Notification
Sorted Training Programs
2.0
Records
&
Tracking
Revised Training Data
Revised Training Data
Updated Training Data
Official report
Vice President
Department Leads
New Submission Notification

Exhibit 2.3
Proposed
Logical
Level 1 Process
1.0 Diagram



Red
Represents
Changes

Exhibit 2.4 Proposed Logical Level 2 Subprocess 1.1 Diagram

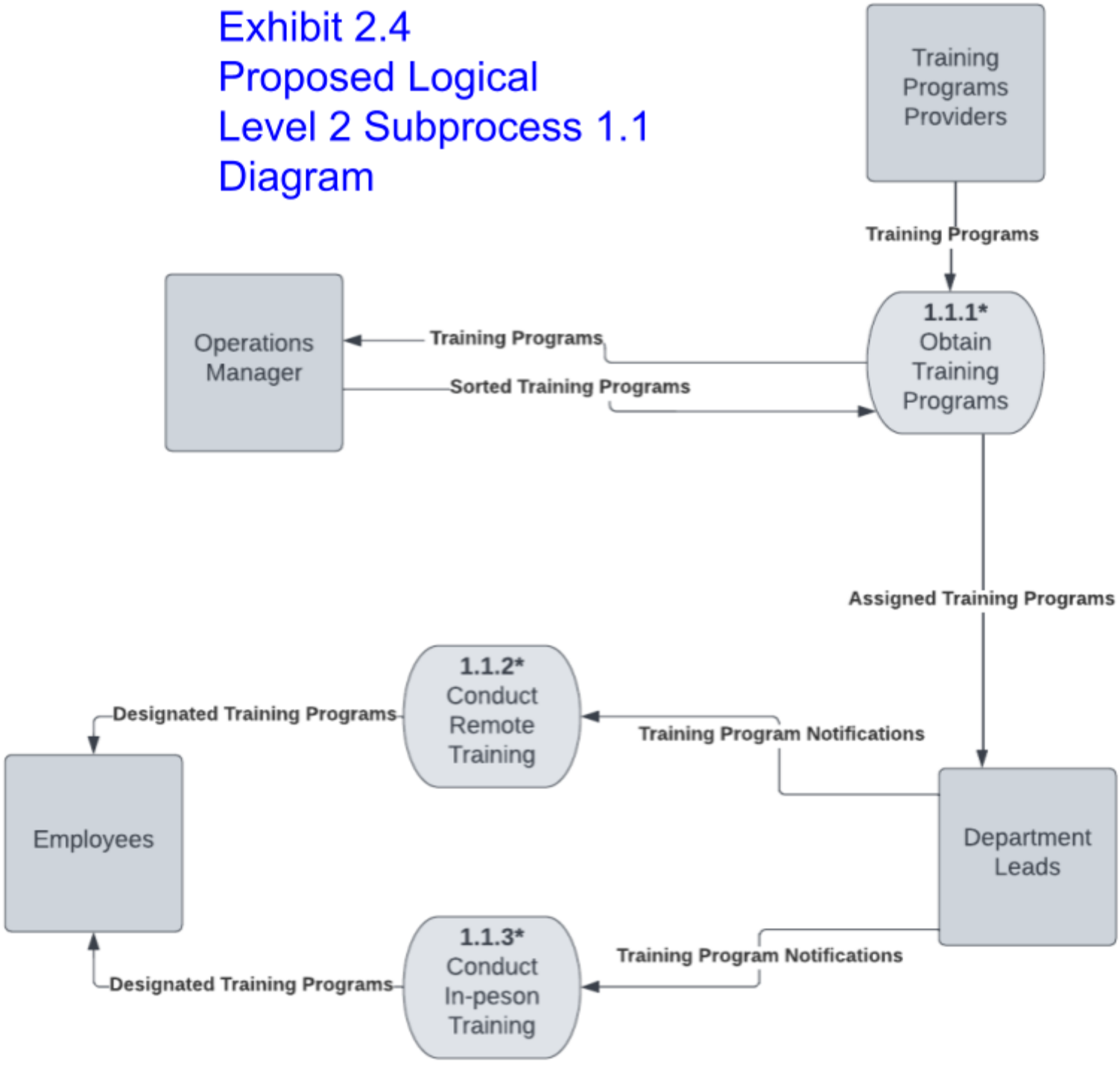
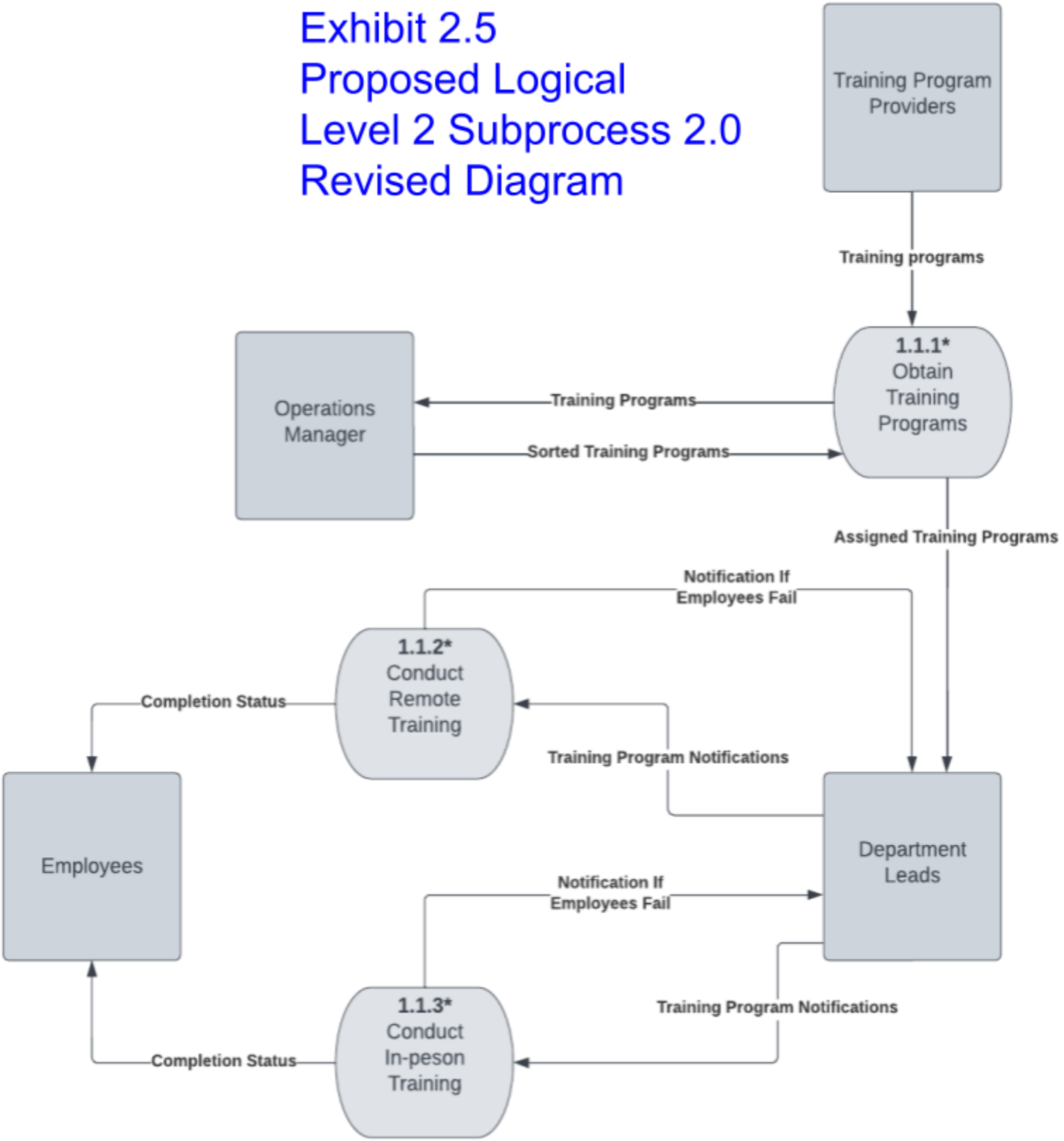


Exhibit 2.5
Proposed Logical Level 2 Subprocess 2.0 Revised Diagram



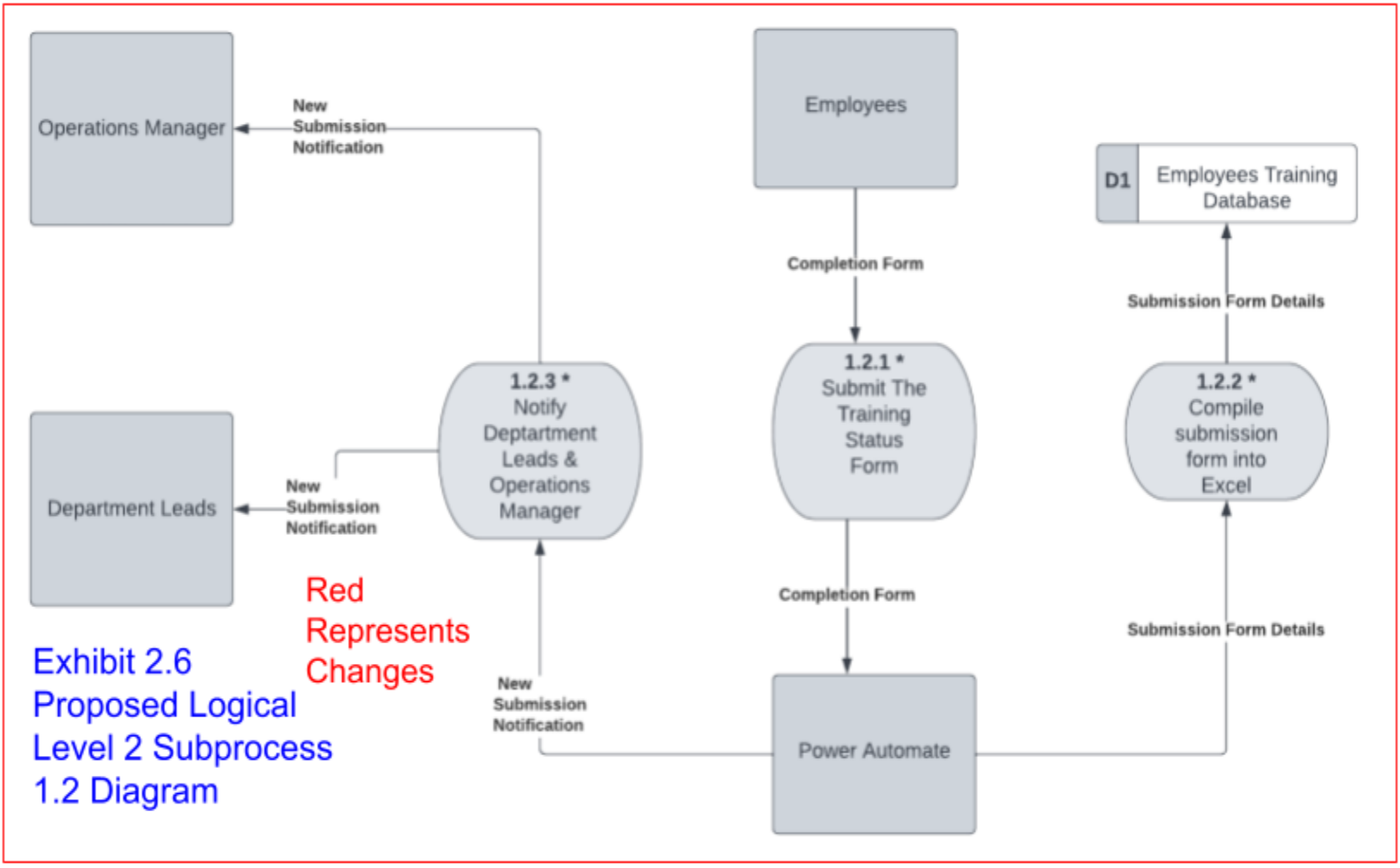
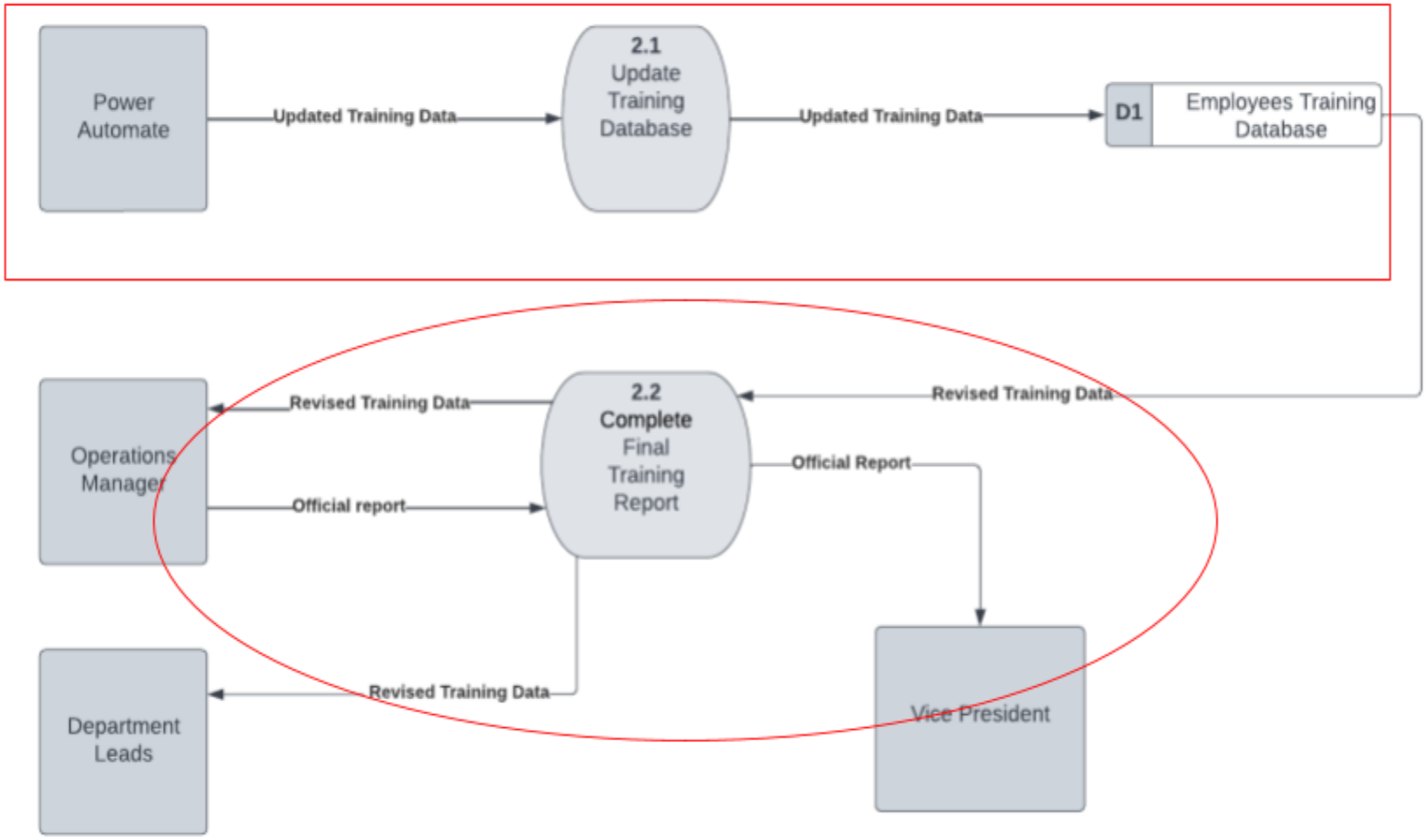


Exhibit 2.6
Proposed Logical Level 2 Subprocess 1.2 Diagram

Exhibit 2.7
Proposed Logical
Level 1 Process 2.0 Diagram

Red Represents Changes



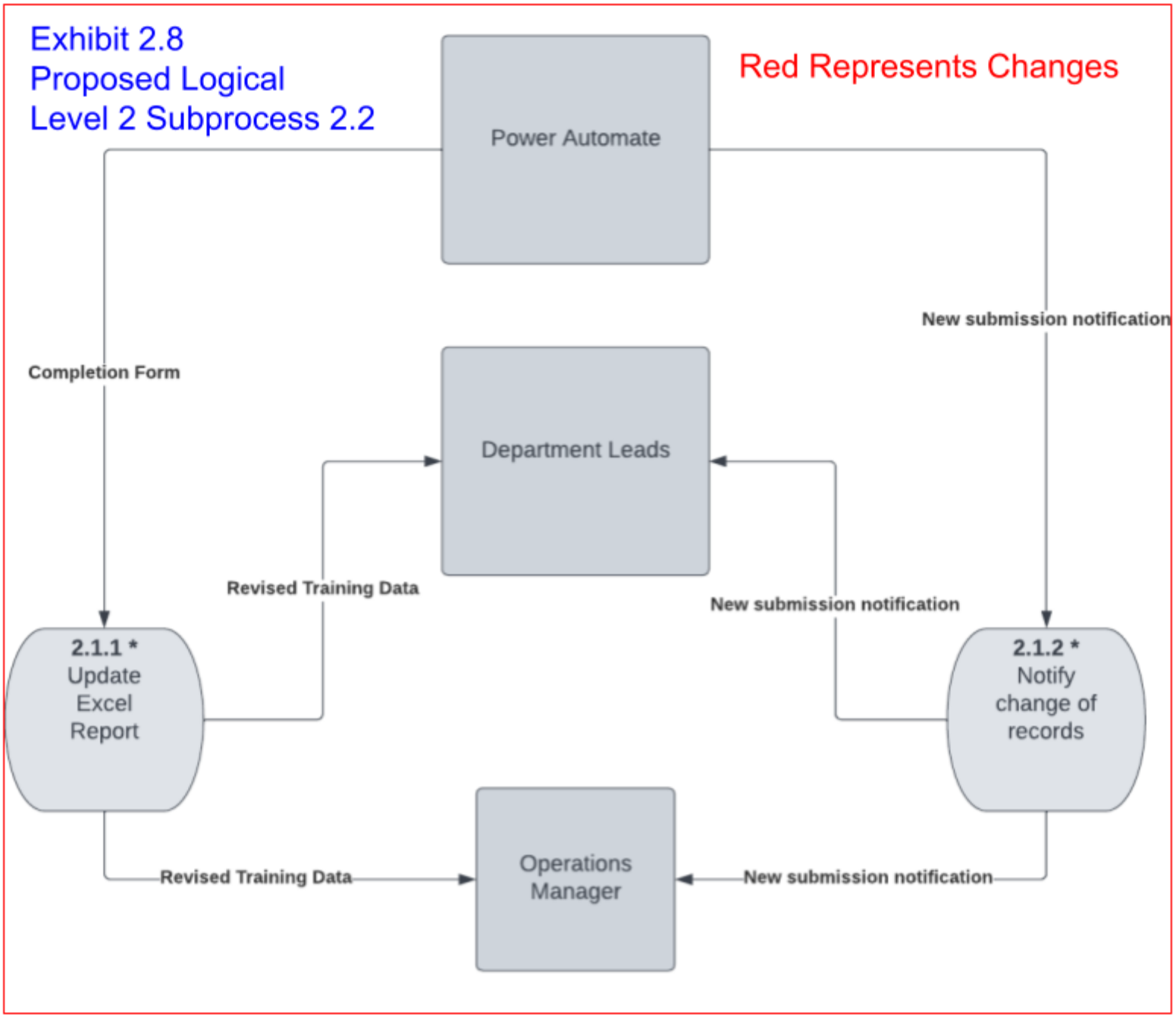
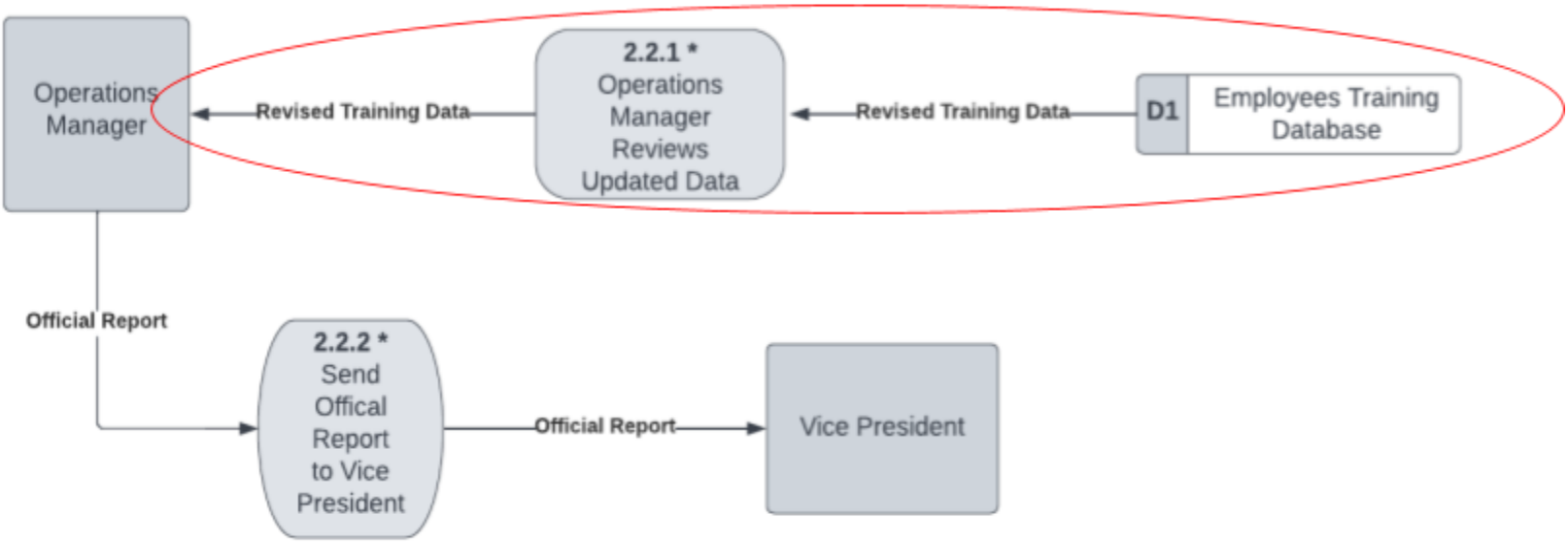


Exhibit 2.8
Proposed Logical
Level 2 Subprocess 2.2
Red Represents Changes
Power Automate
Completion Form
New submission notification
Department Leads
Revised Training Data
New submission notification
2.1.1 *
Update
Excel
Report
2.1.2 *
Notify
change of
records
Revised Training Data
Operations
Manager
New submission notification

Exhibit 2.9
Proposed Logical
Level 2 Subprocess 2.2
Diagram

Red Represents Changes



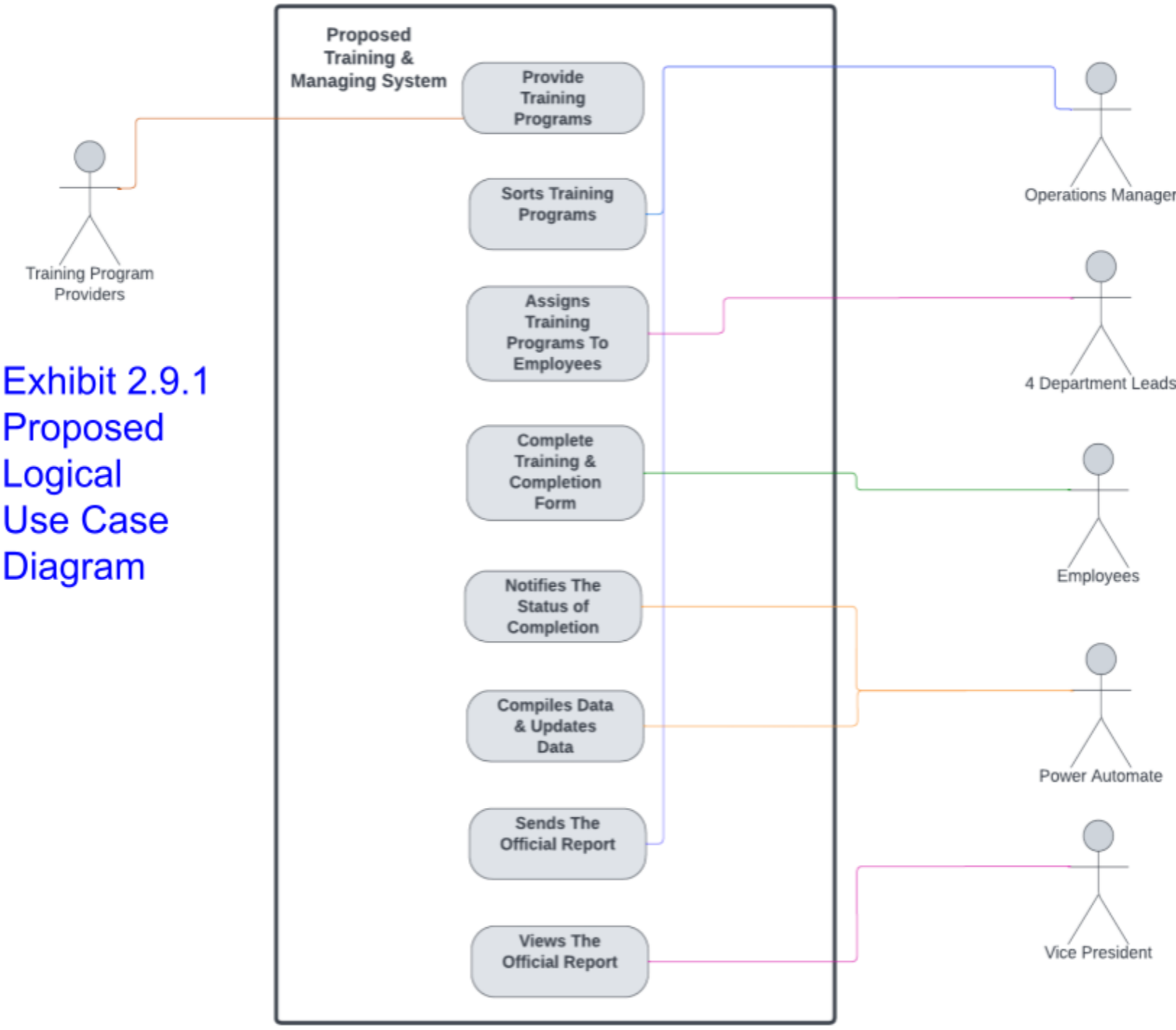


Exhibit 2.9.1 Proposed Logical Use Case Diagram

Exhibit 3.0
Proposed Physical Context Diagram

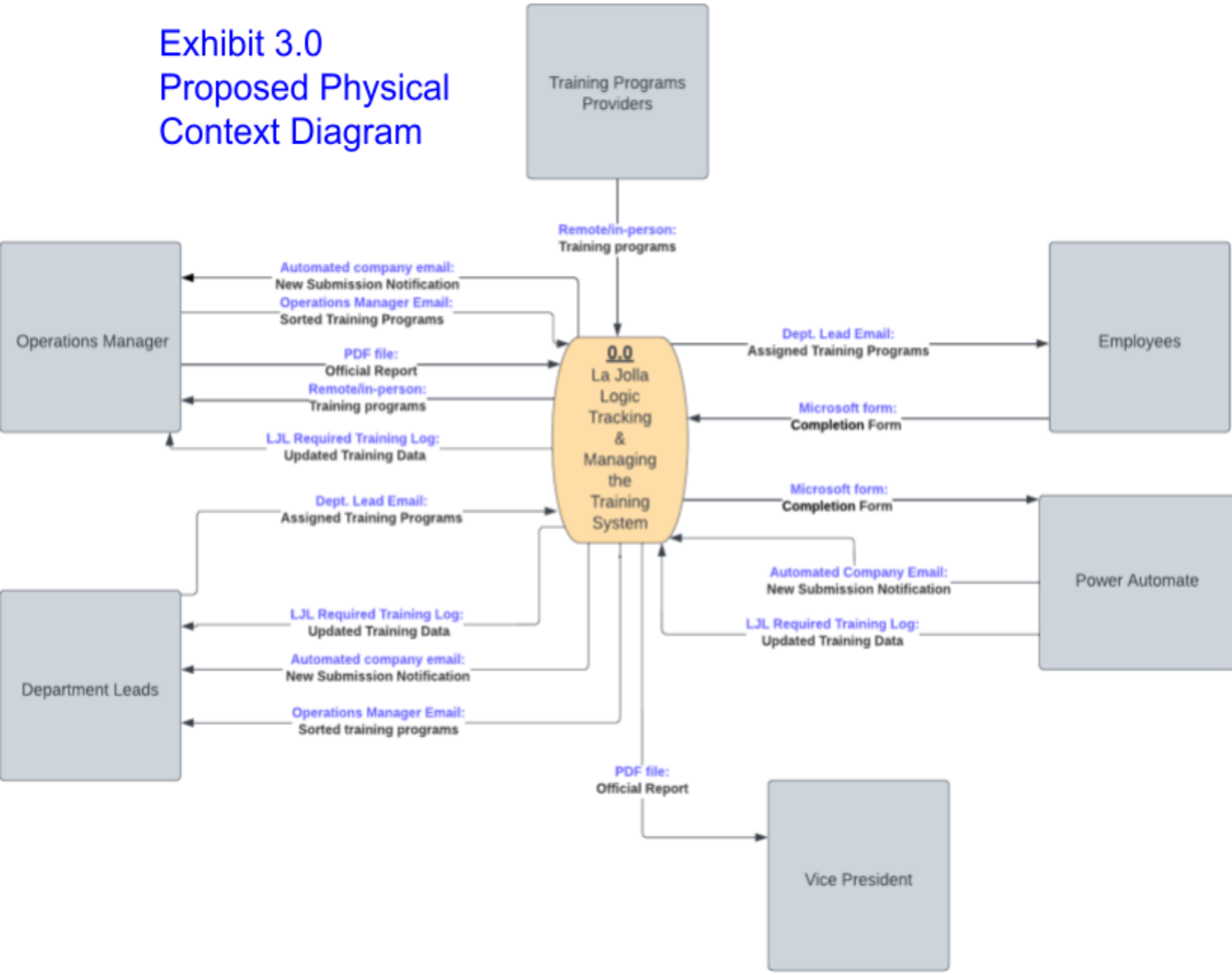
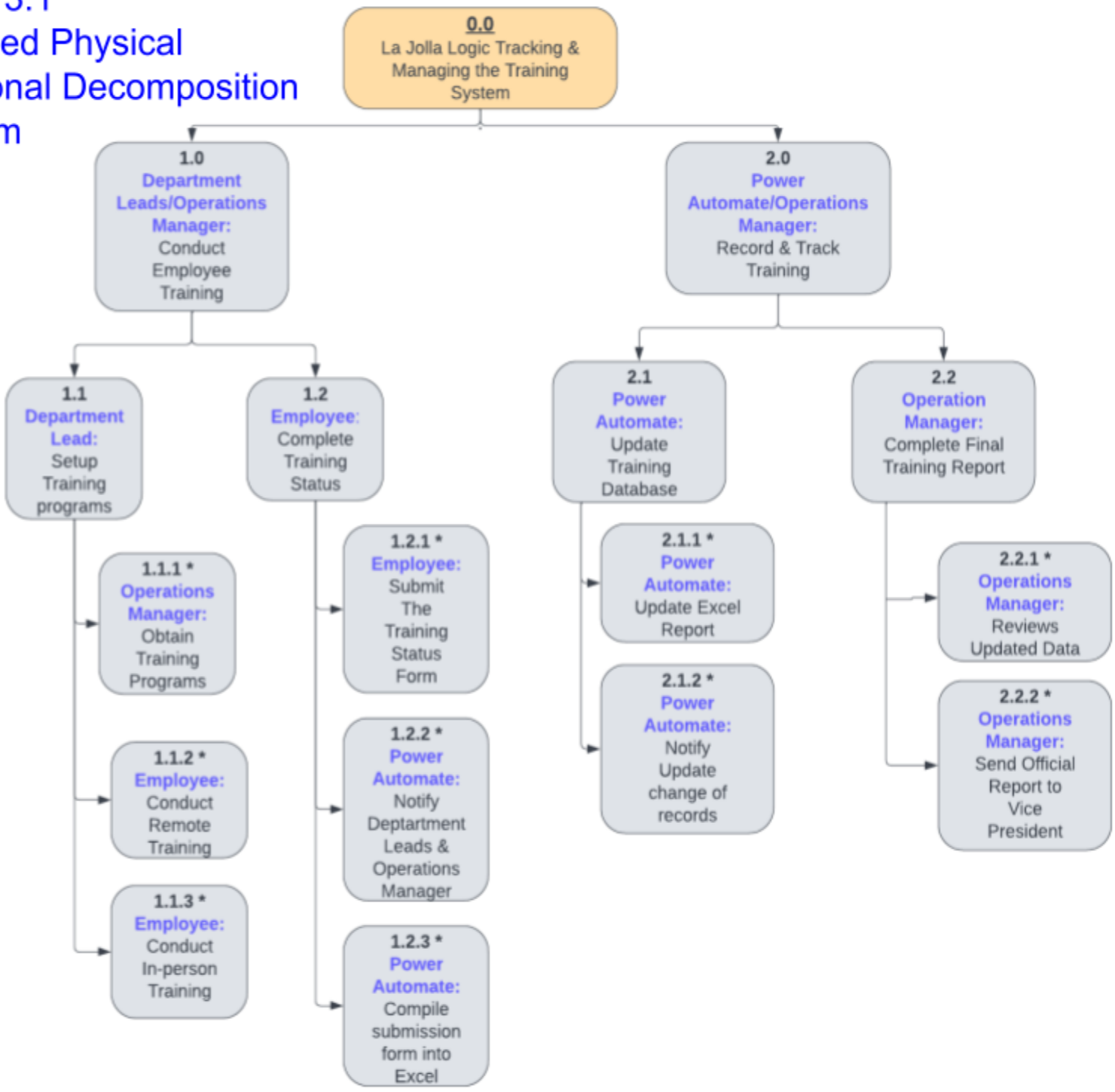


Exhibit 3.1
Proposed Physical Functional Decomposition Diagram



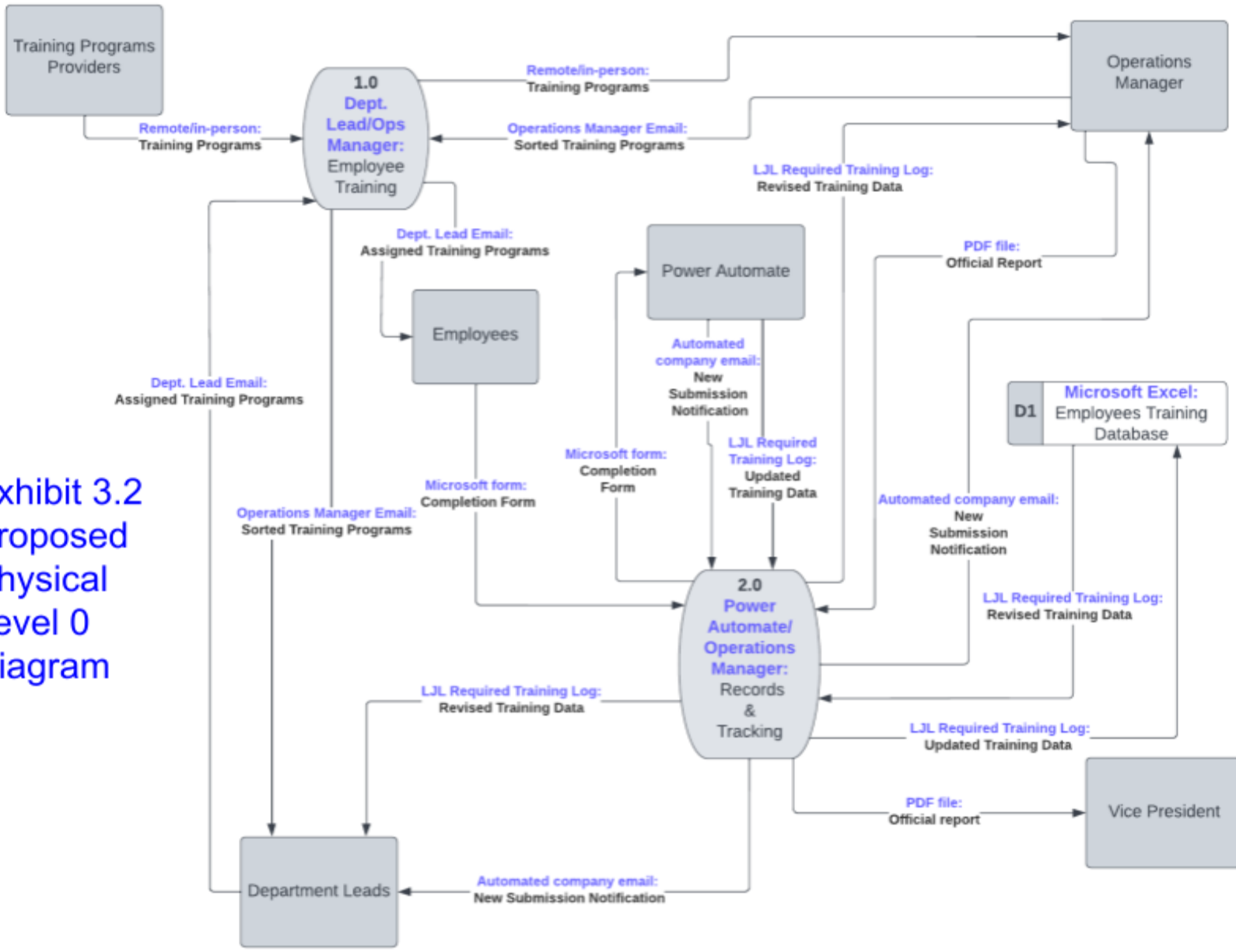


Exhibit 3.2 Proposed Physical Level 0 Diagram

Exhibit 3.3
Proposed Physical Level 1 Process 1.0 Diagram

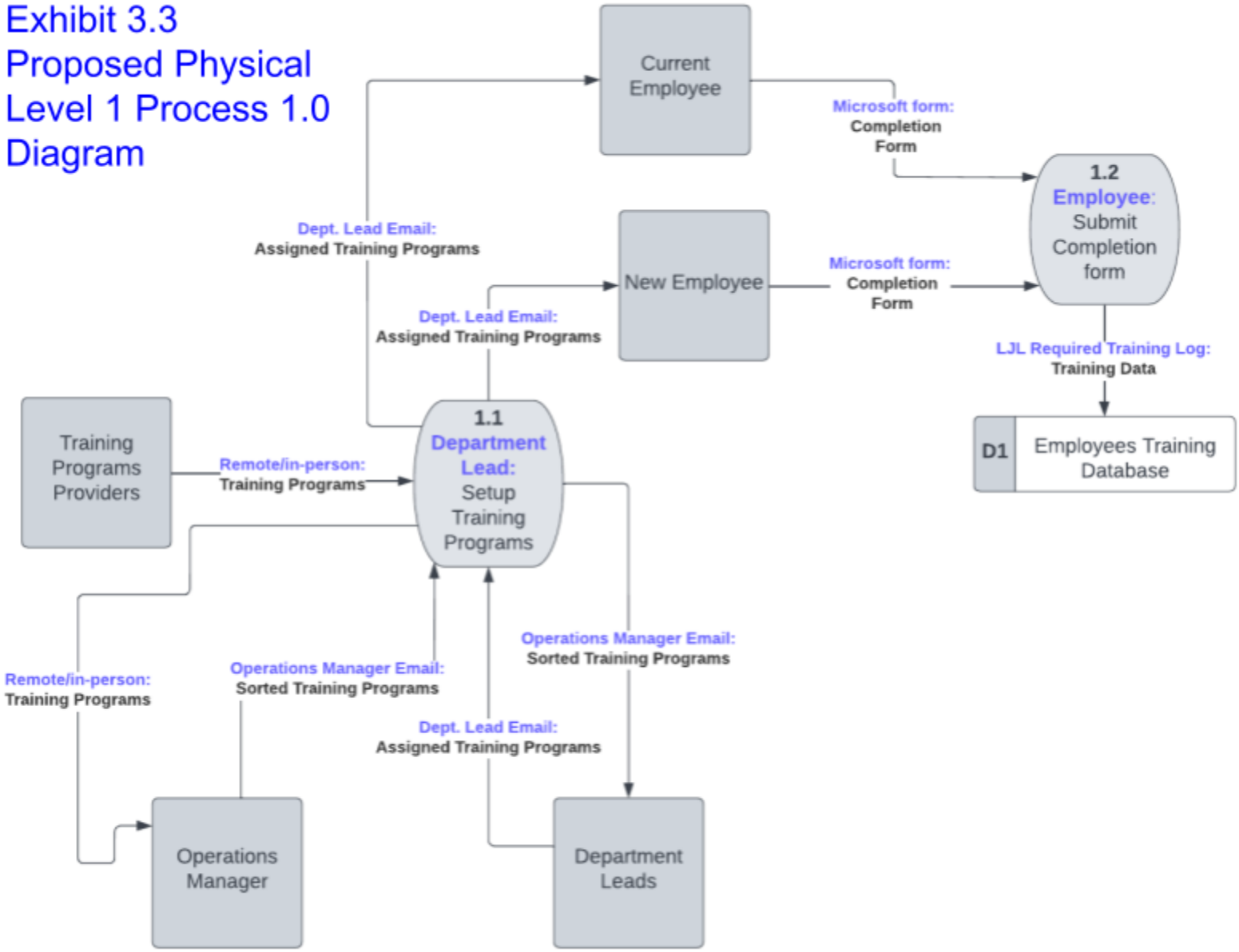


Exhibit 3.4
Proposed Physical Level 2 Subprocess 1.1 Diagram

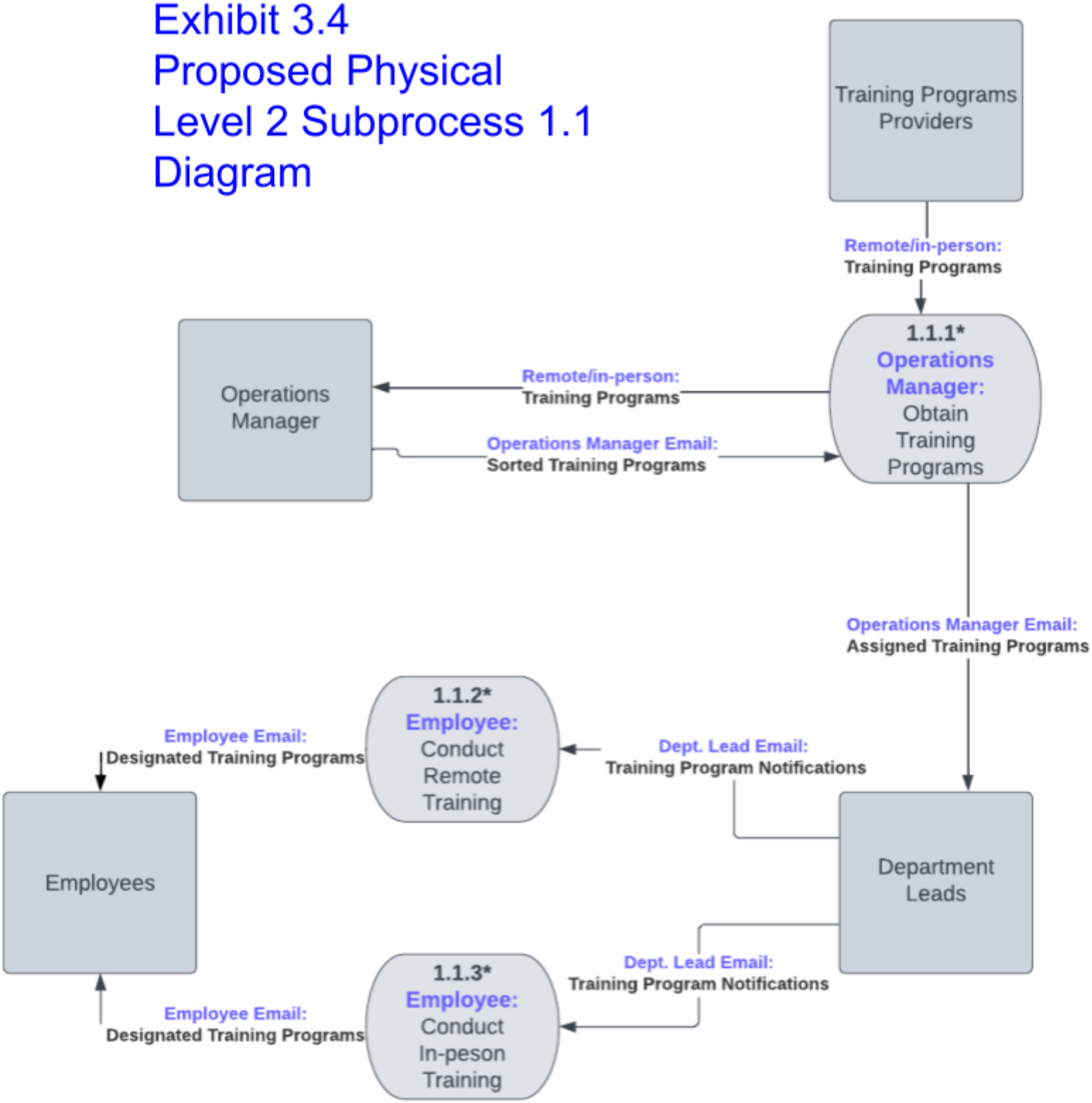
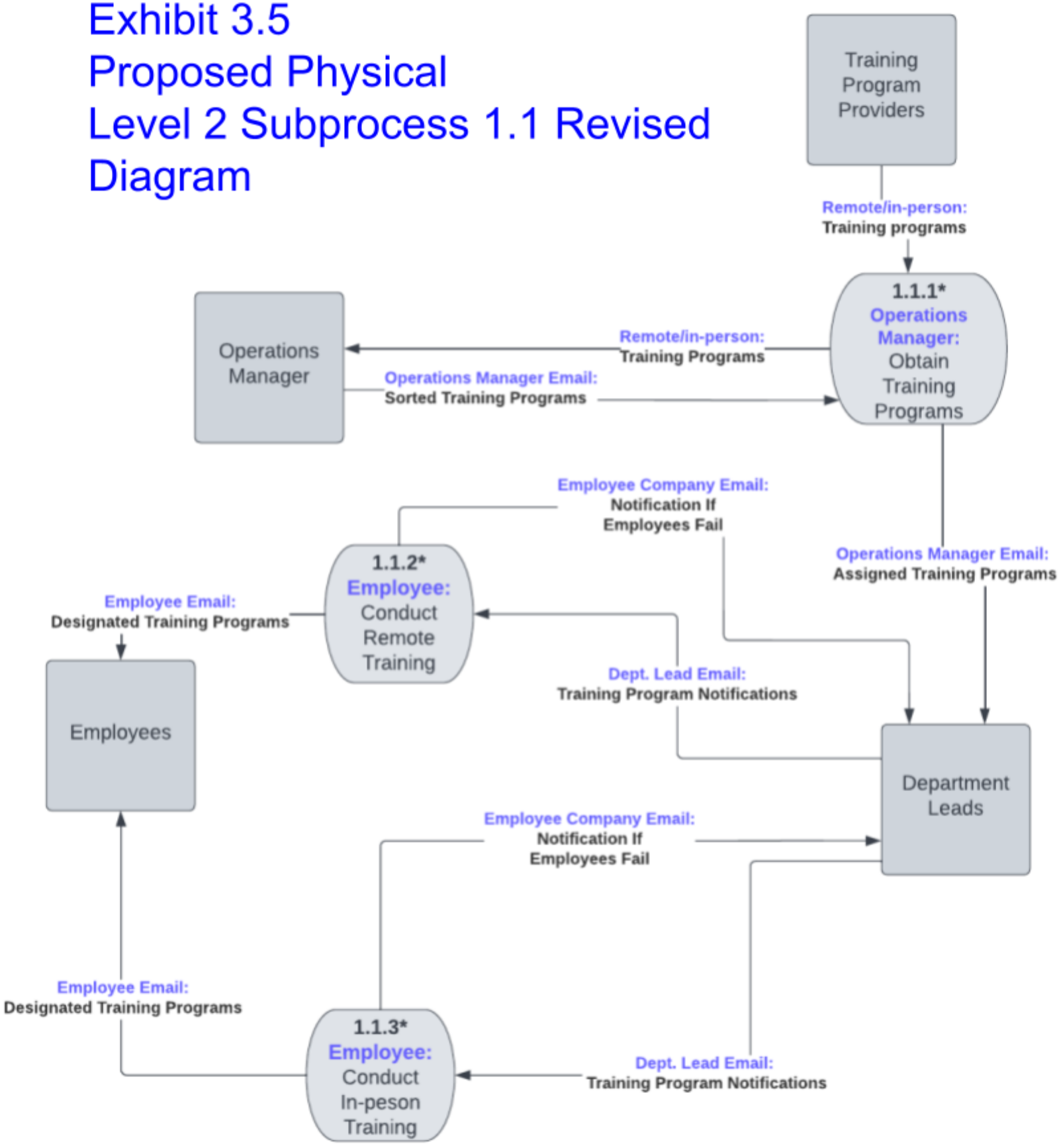


Exhibit 3.5
Proposed Physical Level 2 Subprocess 1.1 Revised Diagram



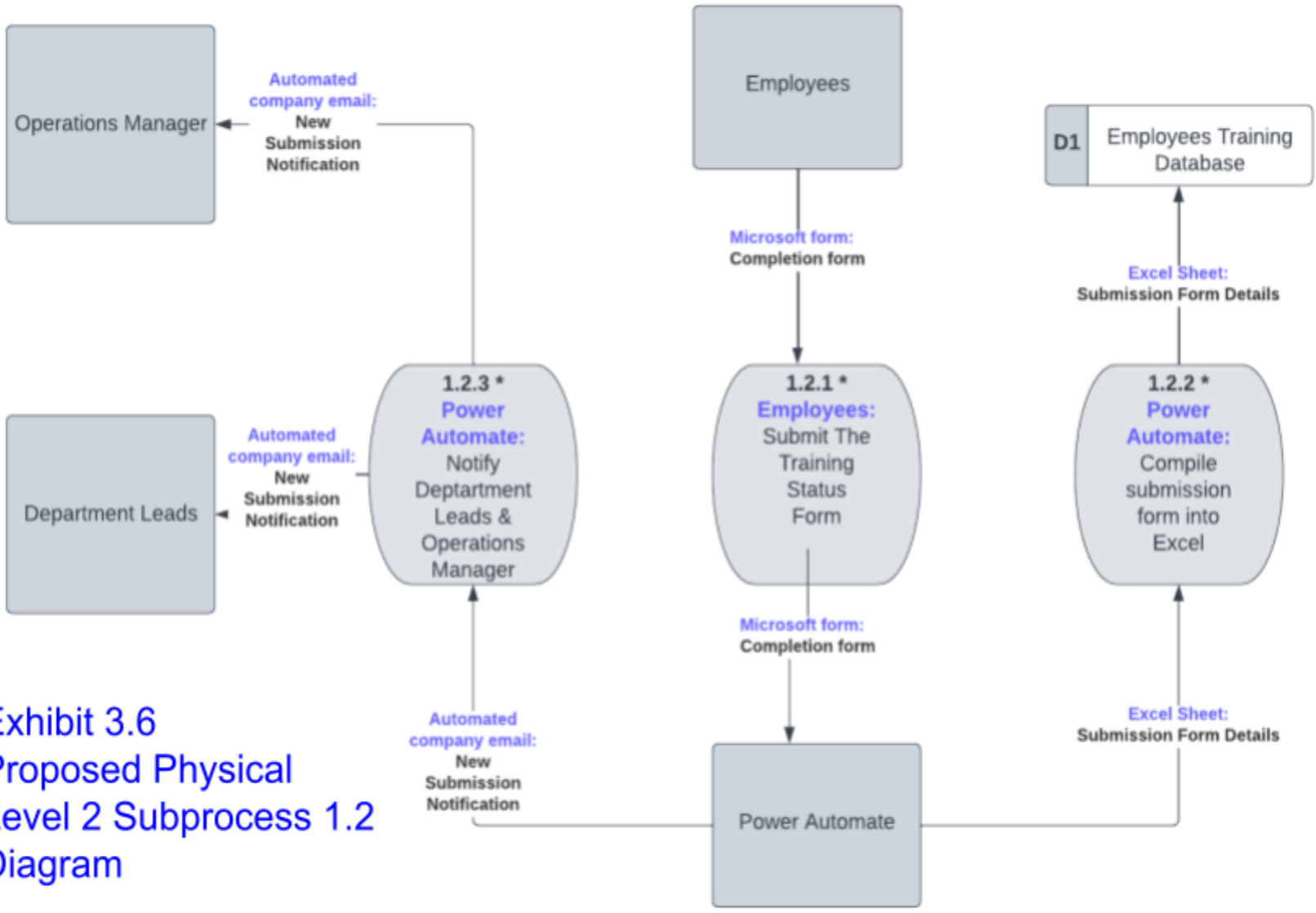


Exhibit 3.6
Proposed Physical Level 2 Subprocess 1.2 Diagram

Exhibit 3.7
Proposed Physical Level 1 Process 2.0 Diagram

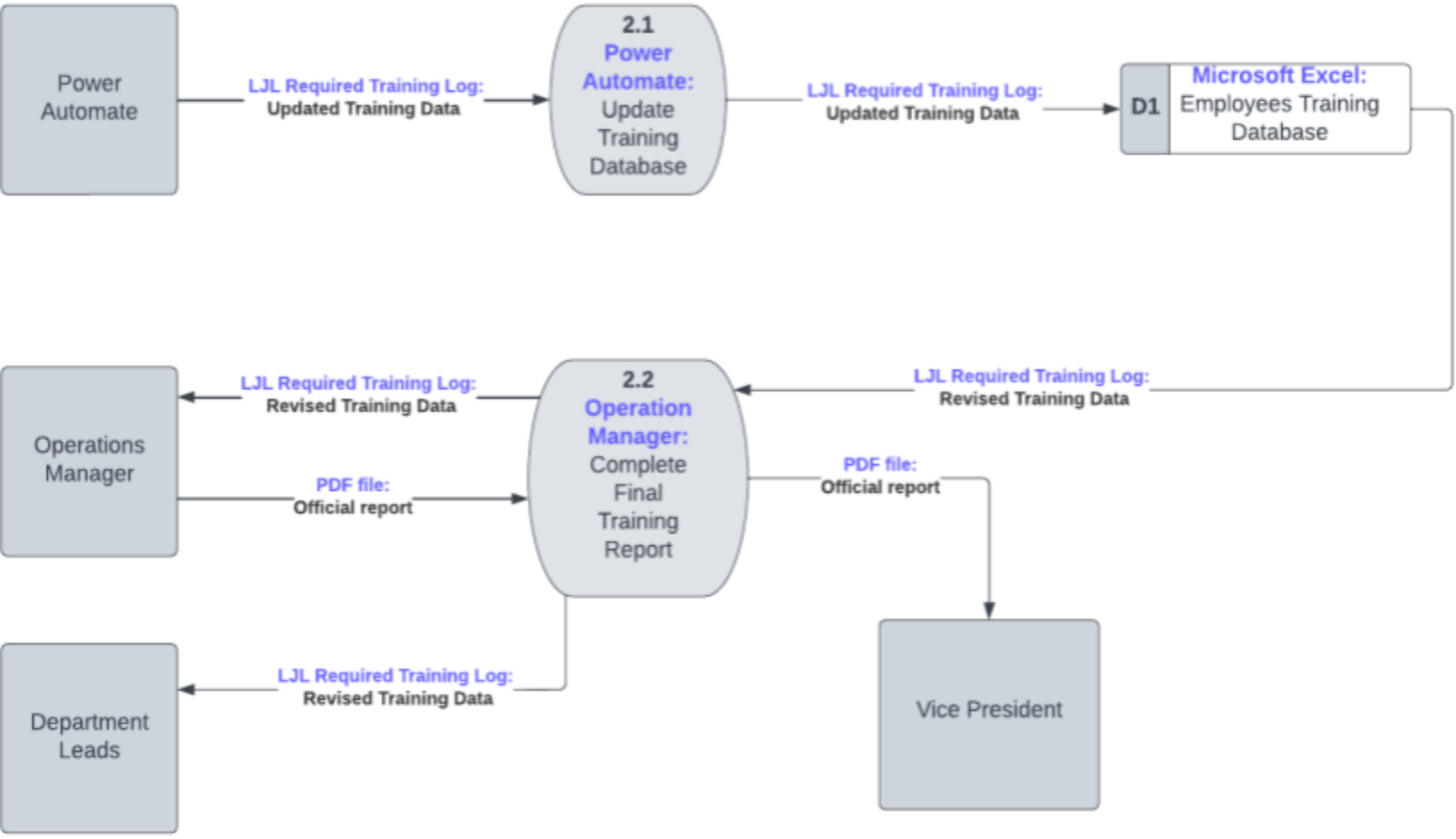


Exhibit 3.8
Proposed Physical Level 2 Subprocess 2.1 Diagram

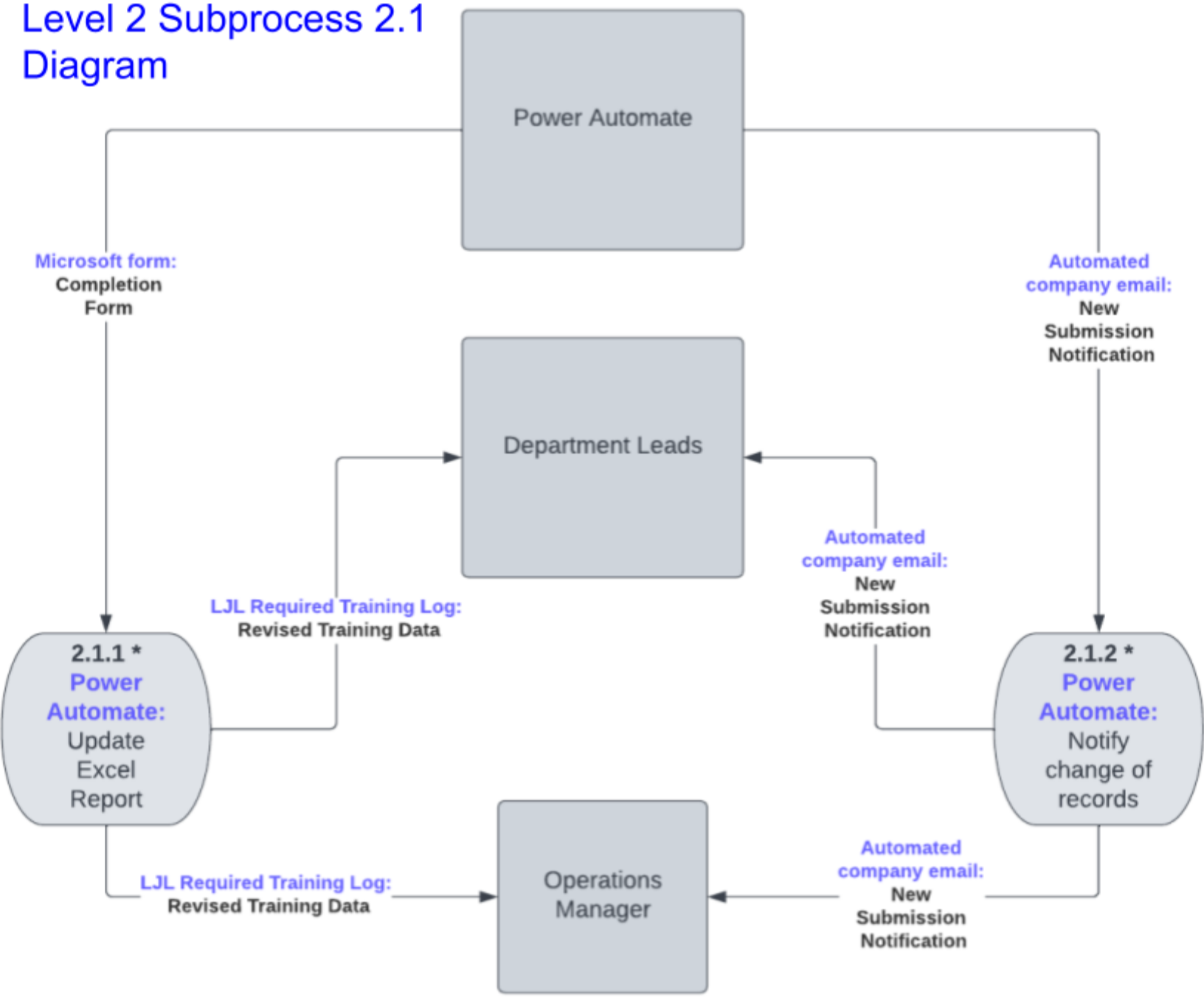
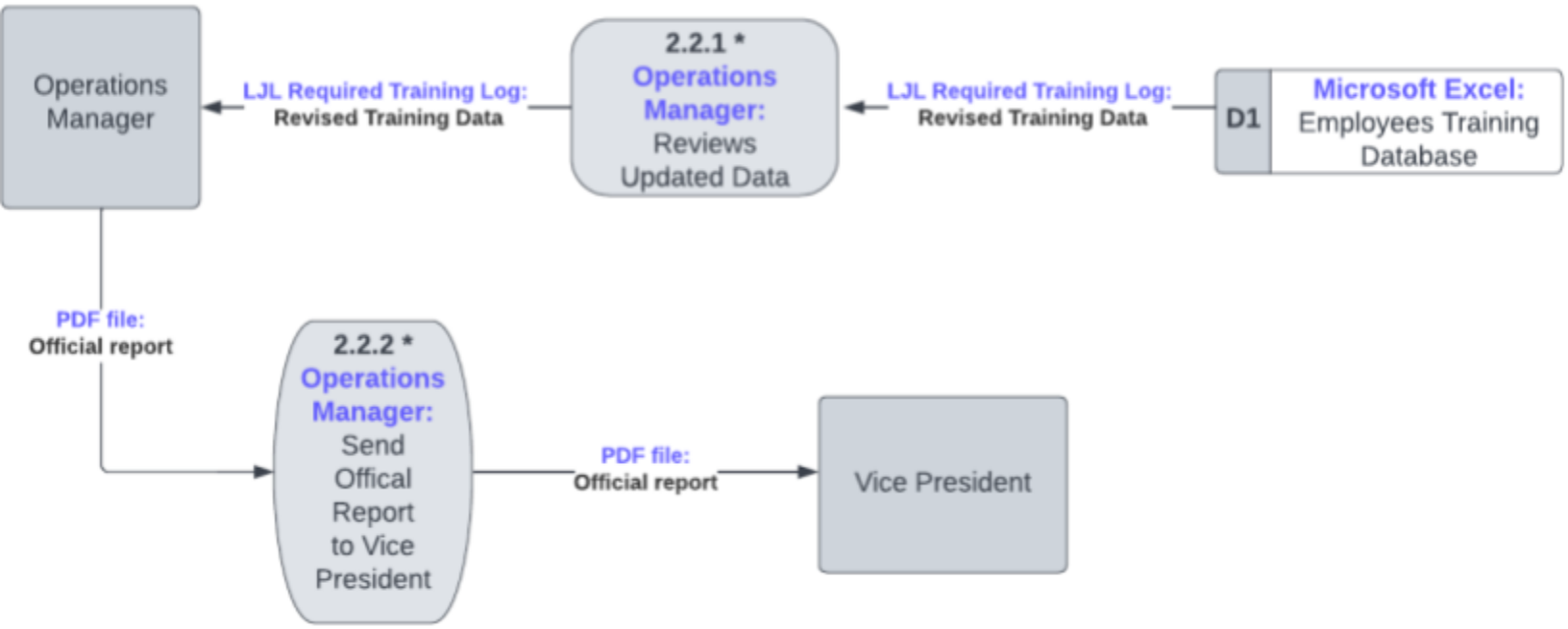


Exhibit 3.9
Proposed Physical
Level 2 Subprocess 2.2
Diagram



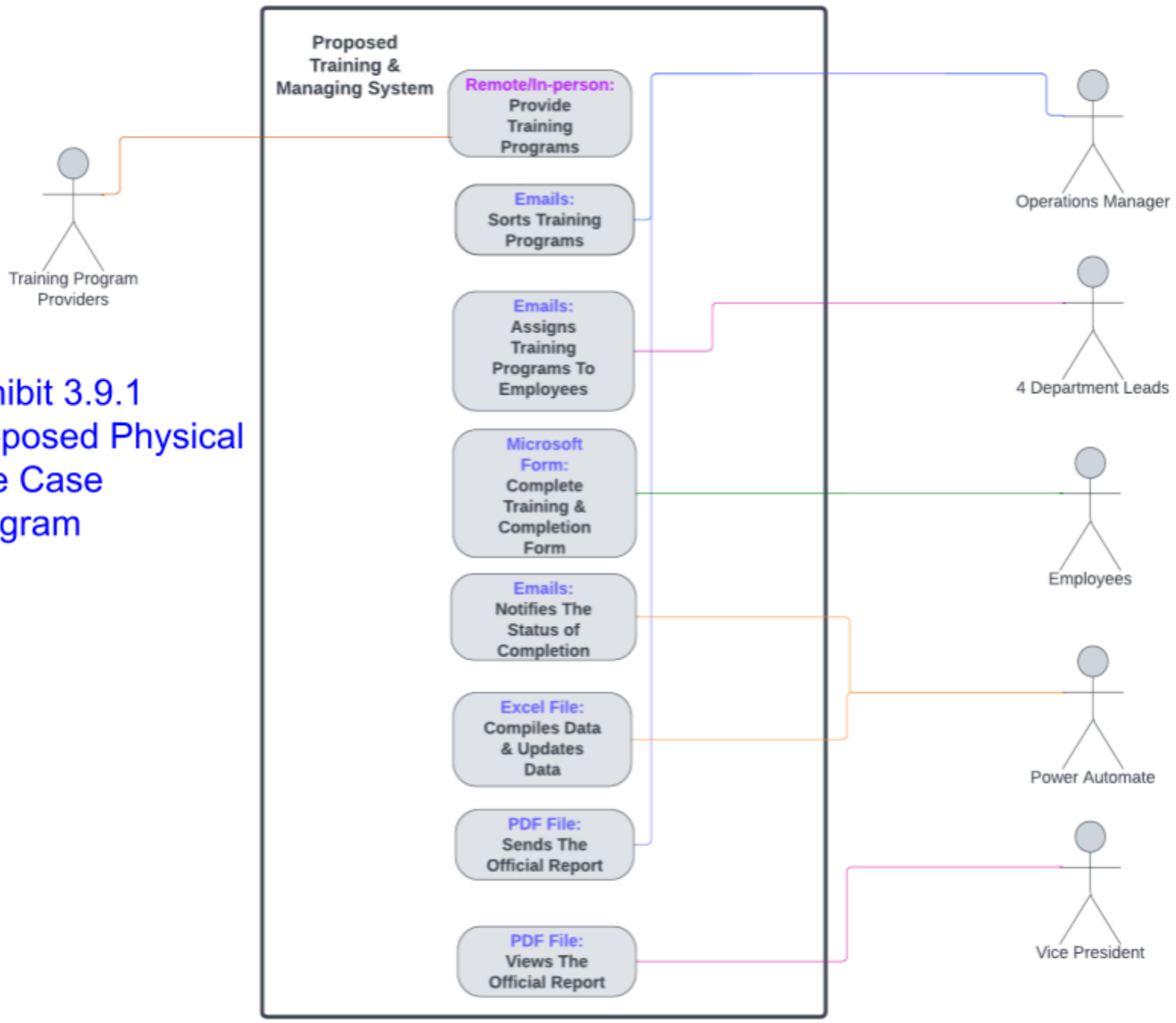


Exhibit 3.9.1
Proposed Physical Use Case Diagram

Exhibit 4.0
ROI Calculations

Suggested Plan	Price per year			Financial value of the system	
Microsoft Power Automate (with attended RPA)	$480			$5,000	
Management's work hours per year (estimated)	12				
Management's work hour cost each	$66.43				
Management's work hour cost per year	$797				
Total Managing cost per year	$1,277				
New Return On Investment (ROI)	[(Financial Value - Managing Cost) / Managing Cost] x 100		292%		

Exhibit 4.1
Power Automate Flows

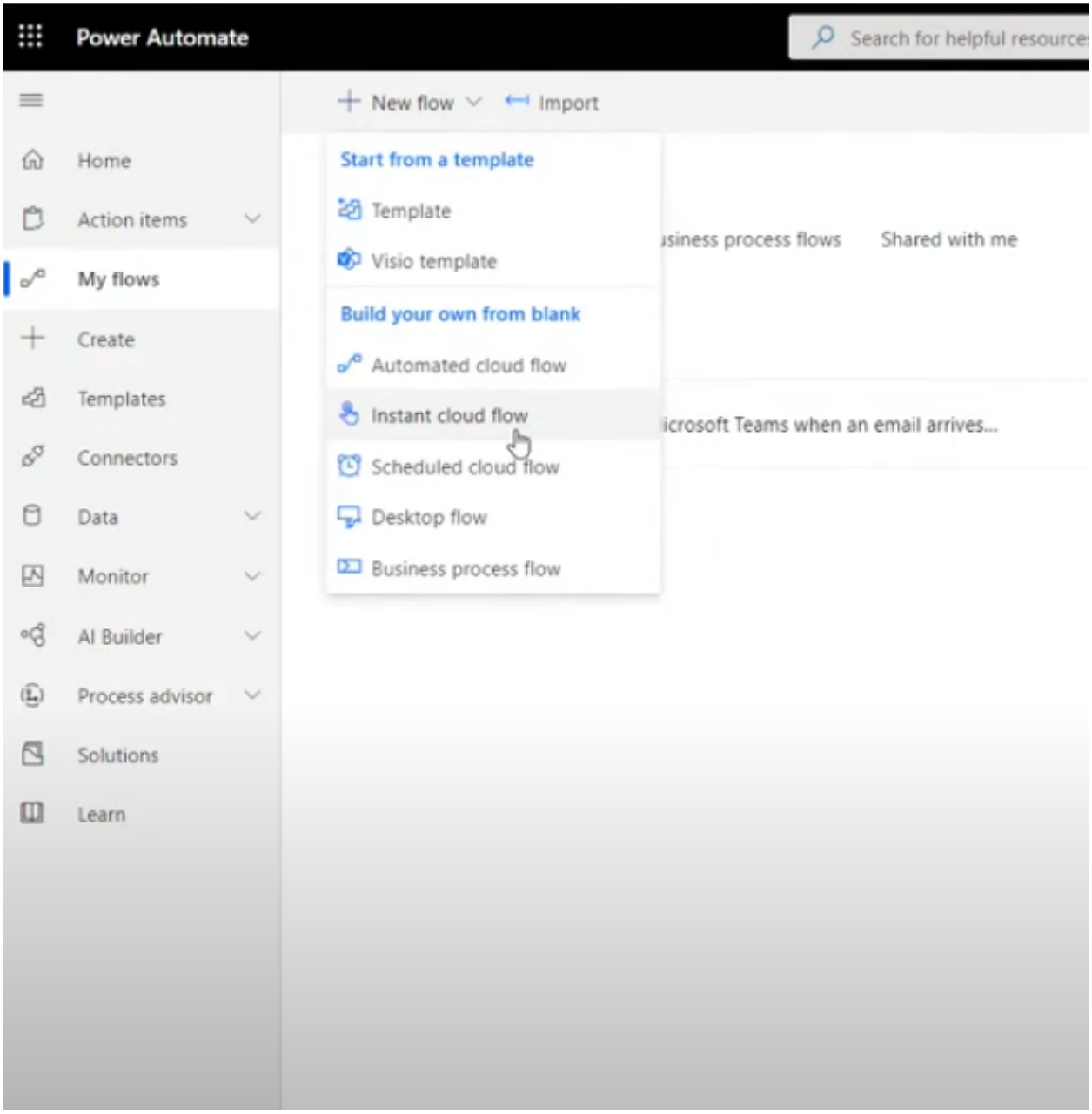
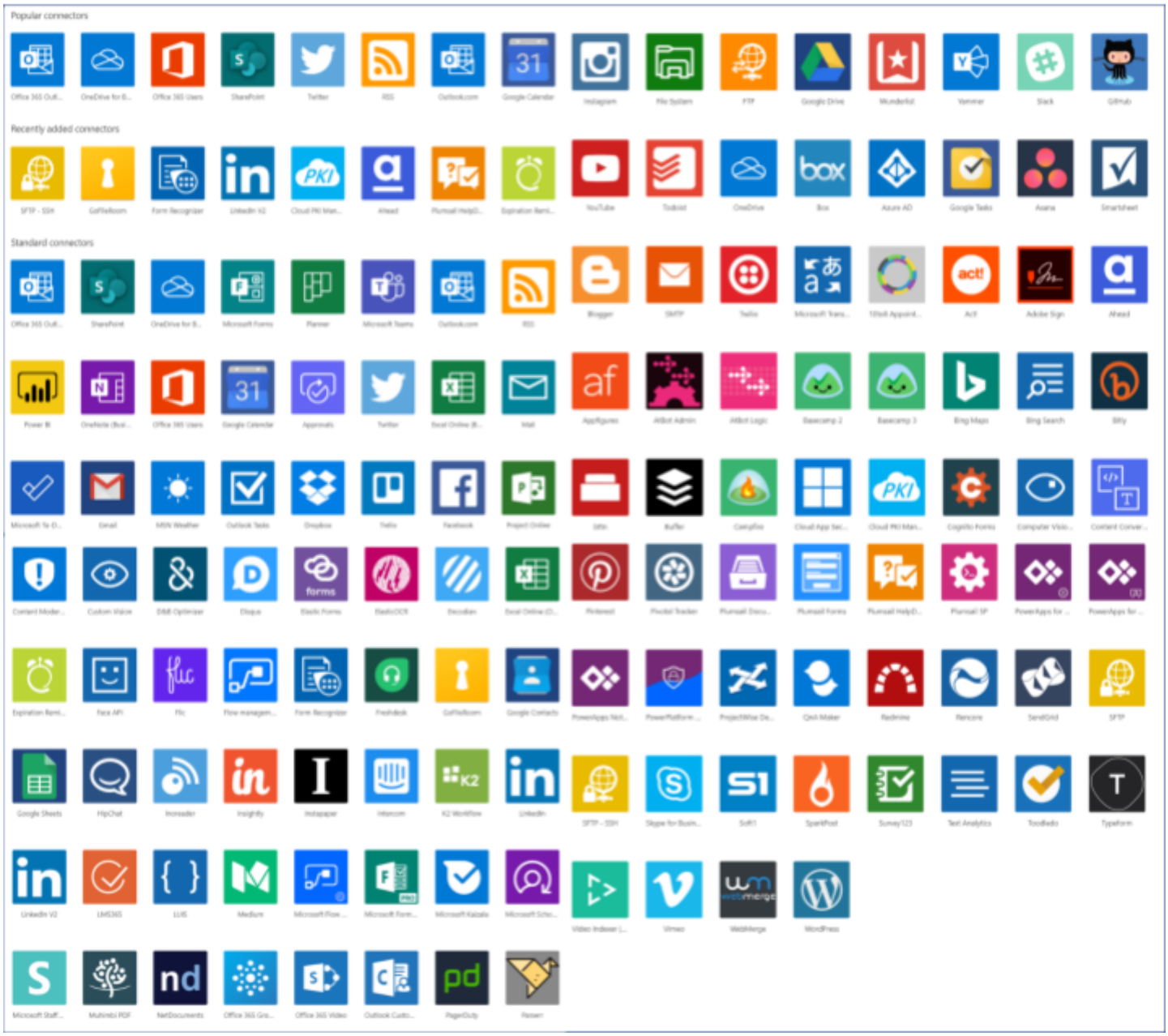


Exhibit 4.2
Power Automate connectors



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