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**Business Analysis for RPA**

**V4.0**

Reporting Specification Template

# **Report Specification Summary**

The Use Case Specification provides the highest amount of granularity and detail for each process to be automated in future state.

|  |  |  |  |
| --- | --- | --- | --- |
| Report Name: |  | Report ID: |  |
| Report Description: |  | Report Distribution List: |  |
|  |  | Step (In Use Case) |  |
| Report Trigger: |  | Report Frequency: |  |
| Report Period/ Run Time: |  | Report Output Format: |  |
|  | | | |
| Report Data ID | Report Field Name | Data Element ID | Report Field Example |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Report Mock-Up**

The Use Case Specification provides the highest amount of granularity and detail for each process to be automated in future state.

# **Additional Details & Notes**

The Use Case Specification