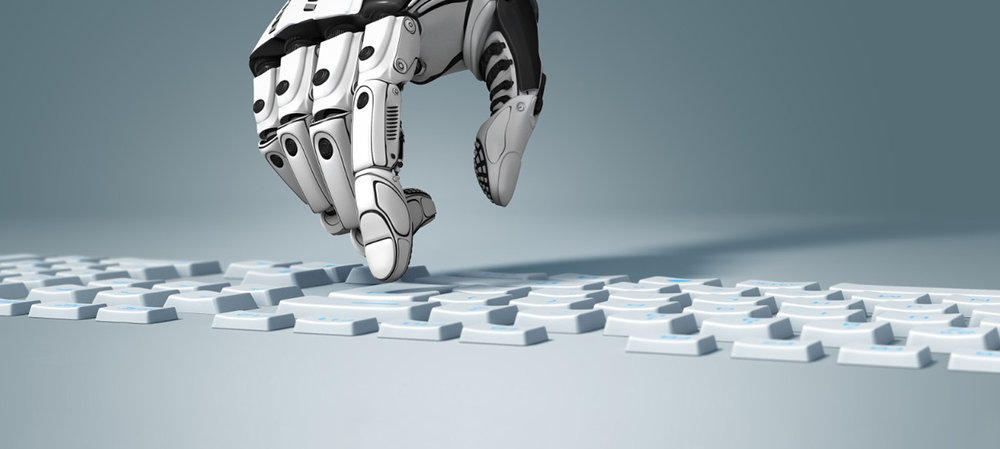


*RPA Program*

Kuwait Petroleum Corporation - Process Design Document



Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Revision | Author | Description |
| 19.02.2019 | V0.1 | PwC | First document emission |

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# Restricted Distribution

The information is standard Company Confidential but due to its sensitivity it has restricted distribution and viewing within the Kuwait Petroleum Corporation.

Document Version Control

|  |  |  |  |
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Contributors

The content of this document has been authored with the combined input of the following group of key individuals.

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Source Documents

The content of this document has been authored with the combined input of the following group of key individuals.

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Document Sign-off Requirements

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| Name | Department | Responsibility |
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Document Classification

|  |  |
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| Classification | Company Confidential |
| Definition | Information is Group confidential and needs to be protected |
| Context | Loss of information confidentiality would result in significant harm to the interests of the organization, financial loss, embarrassment or loss of information |

# Introduction

The Process Definition Document (PDD) captures the flow of a business process to be developed within UiPath.

What is reported in this document is only and exclusively what will be in scope of automation, no additional steps or logics will be considered in the scope of automation once the document has been signed off by the Process Owner.

The flowchart contained within the document captures, at a high level, the business processes to be automated, the target systems used within the process and any assumptions that have been taken into account.

Once agreed as the basis for the automation of the target process, the flowchart and assumptions will be used as a platform from which the automated solution will be designed.

Changes to this business process may constitute a request for change and will be subject to the agreed program change procedures.

UAT tests will consider only the exceptions and the process steps discussed in this document.

*(IF APPLICABLE)* These BOTs do not cover an end-to-end process, indeed, they will produce an output to be managed afterward by a human

# Overview AS-IS

## Manual Process Description

Short description of the AS IS Manual Process

## Target Systems

|  |  |  |
| --- | --- | --- |
| Name | Release/Build/Environments | Description |
| **Excel** | XLSX Office 2007 |  |
| **SAP** | PCC | Tran. YSPRRETE\_NEW |

# Impacted Business Areas

The processes will affect the xxx area within the xxx Department.

# Process Diagram

The scope of this paragraph consists in representing the high level workflow of the processes, in which it is possible to see the platform in which each activity is performed.

Brief description of the workflow



|  |  |
| --- | --- |
| Task | Branch |
| Open Master File | 1 |
| Read range of whished prices | 2 |
| Login SAP PCC | 3 |
| Data Extraction | 4 |
| Set extracted data | 5 |
| Layout Assessment | 6 |
| Check abnormal behaviors1 | N/A |
| Upload Output[[1]](#footnote-1) | N/A  Out of Scope |

# Process Details

It is now possible to describe each step of the x processes in detail. Please see the file “xxx” attached in chapter 7 to check the screenshots of each step on the different applications.

## Process tasks 1

Process performed on a daily basis during working days (CHANGE AS APPROPRIATE).

|  |  |  |
| --- | --- | --- |
| Step | Description | Branch |
| **1** |  | 1 |

## Process task 2

Process performed on a weekly basis each Monday(CHANGE AS APPROPRIATE).

|  |  |  |
| --- | --- | --- |
| Step | Description | Branch |
| **1** |  | 1 |

# Reporting

In the following section, information messages related to the execution of each phase of the process are described. These log messages describe the outcome of the previous executed steps.

|  |  |  |
| --- | --- | --- |
| ID | Message | Notes |
| **1** | *Insert description* | *Insert Notes* |

# Exceptions

## Business Exceptions

N/A

## IT Exceptions

N/A

# Attachments

1. As agreed, these activities will be performed manually by the process owner, although could be automated by the BOTs [↑](#footnote-ref-1)