Process Definition Document (PDD)

*Process Name: Upwork Jobs Scraper*

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# Introduction

## Purpose of the Document

The Process Definition Document outlines the business process chosen for automation using UiPath Robotic Process Automation (RPA) technology.

The document describes the sequence of steps performed as part of the business process, the conditions and rules of the process prior to automation and how they are envisioned to work after automating it, partly or entirely. This specifications document serves as a base for developers, providing them with the details required for applying robotic process automation to the selected business process.

## Objectives

The business objectives and benefits expected by the Business Process Owner after automation of the selected business process are:

* Extract freelancing jobs details from Upwork in one specific specialization
* Filter the extracted jobs based on the number of proposals, and payment verification status.

## Process Key Contact

The specifications document includes concise and complete requirements of the business process and it is built based on the inputs provided by the process Subject Matter Expert (SME)/ Process Owner.

The Process Owner is expected to review it and provide signoff for accuracy and completion of the steps, context, impact and a set of process exceptions. The details are to be included in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Contact Details  (email & phone number) | Notes |
| Process Owner | Mohamed AbdelGawad Ibrahim | +201069052620 | NA |
| Business Analyst | Mohamed AbdelGawad Ibrahim | +201069052620 | NA |

## Minimum Prerequisites for Automation

|  |  |
| --- | --- |
| Met (Y/N) | Prerequisites |
| Y | A filled in and completed Process Definition Document |
| Y | Closure of any open process questions |
| Y | Environment set up |
| Y | Test Data to support development and testing |
| Y | User access and creation of user accounts (licences, permissions, restriction to create accounts for robots) |

# As-Is Process Description

## Process Overview

General information about the process selected for RPA prior to automation.

|  |  |  |
| --- | --- | --- |
| # | Item | Description |
| 1 | Process Full Name | Upwork Jobs Scraper |
| 2 | Process Area | IT |
| 3 | Department | IT |
| 4 | Process Short Description  (operation, activity, outcome) | Extract freelancing jobs details from Upwork. |
| 5 | Role(s) required for performing the process | Freelancer at Upwork |
| 6 | Process schedule and frequency | Daily |
| 7 | # of items processed /reference period | 50-70 |
| 8 | Process execution time | 2 minutes |
| 9 | Peak period(s) | No peak period |
| 10 | Transaction Volume During Peak period | N/A |
| 11 | Total # of FTEs supporting this activity | 1 |
| 12 | Expected increase of volume in the next reference period | N/A |
| 13 | Level of exception rate | No expected exceptions |
| 14 | Input data | Jobs Specialization |
| 15 | Output data | An CSV with a list of freelancing jobs |

\*Add more rows to the table to include relevant data for the automation process. No fields should be left empty. Use “n/a” for the items that don't apply to the selected business process.

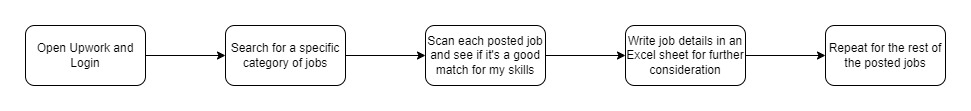
## Applications used in the Process

The table includes a comprehensive list of all the applications that are used as part of the process to be automated to perform the given steps in the flow.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Application Name & Version | System Language | Thin/Thick Client | Environment/ Access Method | Comments |
| 1 | Google Chrome Version 103.0.5060.134 | English | Thin | Direct | NA |
| 2 | Microsoft Excel | English | Thin | Direct | NA |

## As-Is Process Map

**High Level As-Is Process Map:** This chapter depicts the As-Is business process at a High Level to enable developers to have a high-level understanding of the current process.



**Detailed Process Map:** This chapter depicts the As-Is business process at a detailed view to enable process owners to document their process

|  |  |  |  |
| --- | --- | --- | --- |
| # | Step Action/Description | Screenshot | Remarks |
| 1 | Open Upwork and login | NA | NA |
| 2 | Search for a specific category of jobs | NA | NA |
| 3 | Scan each posted job and see if it’s a good match for my skills | NA | NA |
| 4 | Write job details in an Excel sheet for further consideration | NA | NA |
| 5 | Repeat for the rest of the posted jobs | NA | NA |

# To-Be Process Description

## Detailed Process Map

**High Level To-Be Process Map:** This chapter depicts the To-Be automation process at a High Level to enable developers/COE to have a high-level understanding of the to be developed process.

Diagram

Description automatically generated

**Detailed Process Map:** This chapter depicts the To-Be automation process at a detailed view to enable developers/COE to see the workflows involved in the RPA solution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workflow Name** | **Description** | **Pre-conditions** | **Post-actions** | **Arguments** | **Notes** |
| Generic\_TakeUserInput | Take an input from the user | NA | An input from the user will be captured | in\_strDialogTitle in\_strInputLabel out\_strCapturedText | Take the jobs category that will be searched as an input from the user. |
| Generic\_OpenChromeTab | Open Chrome browser on a specific URL | NA | Chrome browser will be opened | in\_strURL | NA |
| Upwork\_Login | Log into Upwork. | Chrome is opened on Upwork login page | Logged in Upwork | in\_strUsername in\_strPassword | NA |
| Upwork\_SearchForJobs | Searchs for jobs category. | Logged in Upwork | List of jobs will be displayed in Upwork search page | in\_strJobsCategory | NA |
| Upwork\_ScrapeJobs | Scrape jobs in a datatable | Search results in Upwork | an output datatable of all freelancing jobs in the input freelancing category | in\_strJobsCategory out\_dtJobs | NA |
| Upwork\_Logout | Logout from Upwork | Chrome is opened on Upwork and account is logged in. | Upwrok account will be logged out. | NA | NA |
| Generic\_CloseChromeTab | Close Chrome browser. | Chrome should be opened already. | Chrome window will be closed. | browserChrome | NA |
| Upwork\_FilterJobs | Filter jobs for finding the best matches | a datatable of jobs details | a filtered datatable of the best matches jobs | io\_dtJobs in\_strColumnName in\_arrValues | NA |
| Generic\_QueueDispatcher | Upload a datatable to Orchestrator Queue | An Orchestrator queue should exist | The entire datatable will be uploaded to Orchestrator queue | in\_strQueueName in\_dtDataTable out\_boolDispatch | NA |
| Generic\_QueuePerformer | Fetch the next queue item to process it | An Orchestrator queue | A queue item will be fetched | in\_strQueueName out\_QueueItemTransaction | NA |
| Generic\_SaveDataTable | Save a datatable into an Excel sheet | A datatable should be provided | An Excel sheet will be written in the project directory. | in\_strSheetName in\_dtDataTable | NA |
| Outlook\_SendMail | Send an Outlook mail. | Outlook should be installed on the machine. | An email message will be sent using the provided information to the module | in\_strRecipient in\_strSubject in\_strBody in\_strAttachment | NA |

## Robot Type

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Attended | Unattended | Trigger | Comments |
| 1 | Yes | NA | NA | NA |

## Business Exceptions Handling

The Business Process Owner and Business Analysts are expected to document below all the business exceptions identified in the automation process. These can be classified as:

### Known Exceptions

The table below reflects all the business process exceptions encountered during the process evaluation and documentation. These are known exceptions that occurred before. For each of these exceptions, define a corresponding expected action that the robot should complete if it encounters the exception.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BE # | Exception Name | Step | Parameters | Action to be Taken |
| NA | NA | NA | NA | NA |

### Unknown Exceptions

For all other unanticipated or unknown business (process) exceptions, the robot should:

* NA

## System Exceptions Handling

A comprehensive list of all errors, warnings or notifications should be consolidated here with the description and action to be taken, for each, by the robot.

Errors identified in the automation process can be classified as:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SE # | Exception Name | Step | Parameters | Action to be Taken |
| NA | NA | NA | NA | NA |

For all the other unanticipated or unknown system exceptions, send an email to **muhammadabdelgawwad@gmail.com** and attach a screenshot of the error message.

# Other Observations

Include below any other relevant observations you consider needed to be documented here.

* NA

# Additional sources of process documentation

* NA