Process Definition Document

Process Name: PersonalUseProject

Table of Contents

Introduction

I. 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.

II. Objectives

The process has been selected for RPA as part of the project initiative conducted within Techno Computers Inc., the Finance department.

The objective of this process automation is linked to the project business case and is mainly intended to:

- ➢ Deliver faster processing
- ➢ Reduce redundant activities
- ➢ Improve overall performance and reliability

III. 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	Neha Verma		
Business Analyst			

IV. Minimum Prerequisites for Automation

Met (Y/N)	Prerequisites
	A filled in and completed Process Definition Document

	Closure of any open process questions
	Environment set up
	Test Data to support development and testing
	User access and creation of user accounts (licences, permissions, restriction to create accounts for robots)

As-Is Process Description

I. Process Overview

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

#	Item	Description
1	Process Full Name	PersonalUseProject
2	Process Area	Personal
3	Department	
4	Process Short Description (operation, activity, outcome)	A process that will scrape the NASA launch details from NASA launch url and then add that data using dispatcher over orchestrator queue. Then this data is read from queue using performer and saved as draft in gmail.
5	Role(s) required for performing the process	Any
6	Process schedule and frequency	As needed (recommended End of Day [EOD])
7	# of items processed /reference period	Launch date and time, launch url and launch description
8	Process execution time	4-5 seconds/invoice
9	Peak period(s)	N/A
10	Transaction Volume During Peak period	N/A
11	Total # of FTEs supporting this activity	N/A

12	Expected increase of volume in the next reference period	N/A
13	Level of exception rate	N/A
14	Input data	NASA launch details
15	Output data	Launch details uploaded to Orchestrator Queue, then read using performer and saved over gmail draft.

*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.

II. 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	Chrome Web Browser	English	Thin	PC	
2	Gmail	English	Thin	PC	

*Add more rows to the table to include the complete list of applications.

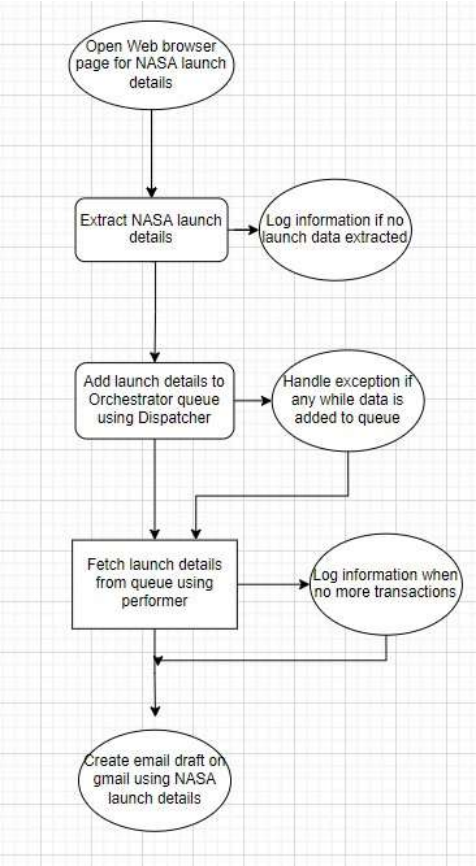
----------Complete the rest of the document and submit along with your final submission.----------

---

III. 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.

(IF ON GOOGLE DOCS GO TO INSERT DRAWING TO PUT YOUR DRAWING HERE)



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	Extract NASA launch details from NASA launch URL.		
2	Move the launch details over orchestrator queue using dispatcher.		
3	Read the transactions from queue using performer.		
4	Save the launch details from		

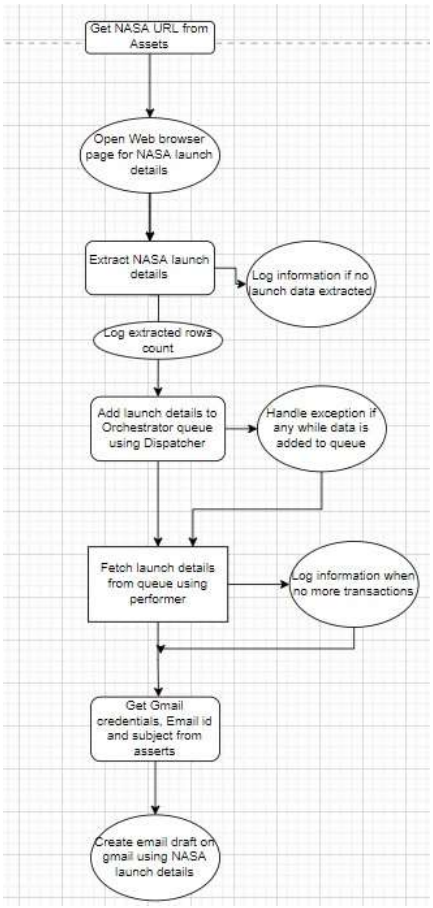
	transactions as draft in Gmail.		

To-Be Process Description

I. 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.

(IF ON GOOGLE DOCS GO TO INSERT DRAWING TO PUT YOUR DRAWING HERE)



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

NavigateAndExtractNASALaunchDetails	Navigate to NASA launch URL and extract launch details				
DispatcherQueue	This workflow helps to move the NASA launch data to be moved to queue using orchestrator dispatcher mechanism.				
PersonalUseProjectPerformer	This workflow helps to move the NASA launch data to be moved to queue using orchestrator dispatcher mechanism.				
SendEmail	This workflow creates a draft over gmail with NASA launch detail.				

II. Robot Type

#	Attended	Unattended	Trigger	Comments
1	Attended Robot			

III. 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
	Orchestrator Http Exception	When issue in fetching queue information		Log warning

Unknown Exceptions

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

-

IV. 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
	System Exception	When no launch information extracted		Log warning

For all the other unanticipated or unknown system exceptions, send an email to **<placeholder>** and attach a screenshot of the error message.

Other Observations

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

-

Additional sources of process documentation

-