

Aggranda - HR Process Automation

PROCESS DEFINITION DOCUMENT

**Version: 1.0**



Contents

[Revision History 2](#_Toc14771884)

[Reference Training 2](#_Toc14771885)

[RESTRICTED DISTRIBUTION 4](#_Toc14771886)

[1. Introduction 5](#_Toc14771887)

[2. Overview 6](#_Toc14771888)

[2.1. Manual Process Description 6](#_Toc14771889)

[2.2. Target Systems 6](#_Toc14771890)

[3. Impacted Business Areas 7](#_Toc14771891)

[4. Process Diagram 8](#_Toc14771892)

[5. Process Details 9](#_Toc14771893)

[6. Exceptions 10](#_Toc14771894)

[6.1. Business Exceptions 10](#_Toc14771895)

# Introduction

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

The flowchart contained within the document captures, at a high level, the business process 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 agility program change procedures.

**Note:** This document must be completed in the absence of existing process documentation that provides the level of detail required for a process to be automated. If existing process documentation is to be used instead of a new PDD the following steps should still be undertaken

* Existing process documentation reviewed to ensure it is still up to date and fully captures the current manual process
* Existing process documentation provides the same level of detail that is required for automation
* Agreed by the business as an accurate description of the manual process

# Overview

## Manual Process Description

My project will extract the profiles from the LinkedIn based on the location and position required. It will help the Human resource team in companies to fetch candidate details swiftly.

## Target Systems

|  |  |
| --- | --- |
| Name | Description |
| LinkedIn | Web Browser |
| MS Excel | Windows Application |
| Gmail | To Notify and get input |

# Process Details

The below steps mentioned describes the step by step approach of automation to be developed in Ui Path.

### Get Input Details from Gmail

### Launch LinkedIn application in Chrome

### Launch LinkedIn application in Chrome

# Exceptions

## Business Exceptions

<detail the business exceptions expected. These may be due to parts of the process that are deemed out of scope or cases that require manual review.

Include estimated volumes per exception>