Hello {Cit Dev First Name},

This is the periodic status request for you to either confirm or update the information that the Process Automation Center of Excellence (COE) is tracking for your automation(s). Please review the information below and reply directly to this email either confirming that there are no changes or with the updated information, no later than end of day, **{Update Requested by Date**.}

**Automation Name 1 :** {Automation Name}

* **High-Level Bot Description (1 – 2 sentences):** {Description}
* **Bot Development Status (*% complete*):** {Development Status}
* **If 100% complete and in production, how often do you run the automation:** {Bot Run Frequency}
* **Estimated Time Saved (hours per year/month):** {ROI}
* **Additional return on investments metrics or benefits that you’ve identified (improved accuracy, reduced errors, etc.):** {Additional ROI/Metrics}
* **Any other notes or updates for the COE:** {Notes}

If applicable, please update the information for additional automations:

**Automation Name 2 :** {Automation Name}

* **High-Level Bot Description (1 – 2 sentences):** {Description}
* **Bot Development Status (*% complete*):** {Development Status}
* **If 100% complete and in production, how often do you run the automation:** {Bot Run Frequency}
* **Estimated Time Saved (hours per year/month):** {ROI}
* **Additional return on investments metrics or benefits that you’ve identified (improved accuracy, reduced errors, etc.):** {Additional ROI/Metrics}
* **Any other notes or updates for the COE:** {Notes}

If you would like to schedule automation support office hours, or if you have any question, please email us at [rpa@cms.hhs.gov](mailto:rpa@cms.hhs.gov).

Lastly, please inform the COE if you are no longer utilizing the UiPath license.

Thank you!

The Process Automation COE Team

Confidentiality: The information contained in this electronic mail message and any attachments is intended only for the official use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this email message is strictly prohibited. If you have received this message in error, please notify me by email reply and delete the original message from your system.  Thank you.