Step 2: Brainstorm processes and analyze against business priorities

Category		Metric	Process 1	Process 2	Process 3	Process 4	Process 5	Process 6	Process 7	Process 8	Process 9	Process 10
User Input Required	Basic Info	Process Name	A	B	C	D	E	F	G	H	I	J
		Process Description	Process A	Process B	Process C	Process D	Process E	Process F	Process G	Process H	Process I	Process J
		% of Task that can be Automated	100%	90%	80%	100%	100%	70%	60%	100%	70%	100%
	Manual Hours	Number of Personnel	1	12	80	54	4	50	66	2	1	1
		Hours (per person)	6	2	5	2	2	2	2	2	0,5	1
		Times Per Year	240	365	52	4	240	12	3	52	240	240
		Average Pay/Hour	ZAR150	ZAR175	ZAR200	ZAR225	ZAR200	ZAR150	ZAR200	ZAR150	ZAR175	ZAR125
	Business Priorities	Error Reduction	3	0	5	0	4	1	0	0	4	5
		Mission Critical	5	3	4	3	5	3	3	3	3	5
		Employee Morale	3	2	1	3	2	5	2	1	5	5
		Customer Satisfaction	3	3	3	3	2	3	2	3	1	5
		Regulatory Compliance	5	4	4	1	4	1	4	4	4	5
	-	Complexity to Automate	High	Low	Medium	Low	Medium	Medium	High	Low	Low	Medium
Totals	60%	Business Priorities Percentage	74%	38%	73%	40%	73%	53%	35%	35%	67%	100%
	40%	Manual Dollars Saved Annually	ZAR216 000	ZAR1 379 700	ZAR3 328 000	ZAR97 200	ZAR384 000	ZAR126 000	ZAR47 520	ZAR31 200	ZAR14 700	ZAR30 000
		Hours Saved Annually	1440	7884	16640	432	1920	840	238	208	84	240

Process 11	Process 12	Process 13	Process 14	Process 15	Process 16	Process 17	Process 18	Process 19	Process 20	Process 21
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 22	Process 23	Process 24	Process 25	Process 26	Process 27	Process 28	Process 29	Process 30	Process 31	Process 32
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 33	Process 34	Process 35	Process 36	Process 37	Process 38	Process 39	Process 40	Process 41	Process 42	Process 43
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 44	Process 45	Process 46	Process 47	Process 48	Process 49	Process 50	Process 51	Process 52	Process 53	Process 54
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 55	Process 56	Process 57	Process 58	Process 59	Process 60	Process 61	Process 62	Process 63	Process 64	Process 65
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 66	Process 67	Process 68	Process 69	Process 70	Process 71	Process 72	Process 73	Process 74	Process 75	Process 76
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 77	Process 78	Process 79	Process 80	Process 81	Process 82	Process 83	Process 84	Process 85	Process 86	Process 87
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 88	Process 89	Process 90	Process 91	Process 92	Process 93	Process 94	Process 95	Process 96	Process 97	Process 98
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0	0	0

Process 99	Process 100
0%	0%
$0	$0
0	0