Process Definition Document

Name of process

Commissioned by ...

Development by ...

Date: Date of latest update

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1. Objective

. . .

1.1. Business Objectives and Benefits

Objectives	Expected Benefits

2. Current Process

2.1. Process Overview

..

2.2. Standard of Metrics

General information about the process selected for RPA, prior to automation:

Process name	
Function	
Department	
Process short description	
Process schedule	
#of items process/month	
Average cycle time	
Average handling time	
Peak period(s)	
# of FTE supporting this activity	
Input Data	
Output Data	
Return on investment	

2.3. Volume of data

Activity	Time taken per month (hours)	Volume of data to be processed

. . .

BR#	Requirement	Additional Information

3. Detailed Process Steps – AS IS

. . .

4. To-be Pre-process steps (Proposed solution)

. . .

5. In Scope

The table below shows the high-level steps that are in scope for the automation.

Process step	Comments

6. Out of Scope

. . .

- 7. Non-process requirements
 - 8.1. Systems

System	Usage	Frequency

	8.2. Reporting		
Rep	oort name	Source	Purpose
	8.3. Archiving		
8.4. Security & data retention			
9. Appendix			
Open Questions			
Date written	Date of response	Question / comment	Response from reviewer

For immediate contacts for the process automation project, kindly contact the respective contact on the table below:

Email Address	Roles	Responsibilities