

**[DATE]  
PDD – [PROCESS NAME]**

PDD – Process Definition Document

[PROCESS NAME]

Document details

|  |  |
| --- | --- |
| Process Definition Document | |
| Project owner |  |
| Project title |  |
| Project developer internal |  |
| Project developer external |  |
| Document reference |  |
| Issue |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review tracking | | | | |
| Revision | **Description** | **Name** | **Role** | **Date** |
| v0.1 | Initial draft |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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1. Introduction

The Process Definition Document describes the process chosen for automation. In [CUSTOMER NAME] the process [PROCESS NAME] is chosen and will be described in detail in this document.

The purpose of this document is to describe the process chosen for automation at a detailed level in order to enable the automation developer to design and build the process in the RPA solution.

First, the overall purpose of the chosen process is described. Then, the scope of the process including the trigger and output as well as involved systems and a high-level representation of the process is presented. The next chapter gives a detailed description of the chosen process, including related screen shots from the process.

* 1. Purpose

[DESCRIBE PURPOSE OF PROCESS, AND HOW IT IS CURRENTLY CARRIED OUT]

* 1. Scope

[DESCRIBE THE PROCESS IN SCOPE]

* + 1. Trigger and output

[DESCRIBE TRIGGER AND OUTPUT]

* + 1. Systems in scope

[DESCRIBE SYSTEMS IN SCOPE IN BULLITS]

* + 1. Abbreviation explanation

[INSERT A TABLE EXPLAINING RELEVANT ABBREVIATIONS USED IN SYSTEMS]

* + 1. High level process in scope

[INSERT HIGH LEVEL PROCESS ILLUSTRATION]

1. Detailed process description

This chapter describes the chosen process in detail, which enable the developer to build the process. The individual steps are illustrated in screen shots for reference purposes.

In the following chapters, different colours are used to indicate, what the text is concerned with. This means that:

|  |  |
| --- | --- |
| Colour definitions | |
| Black | Used for the overall description directed at the developer |
| Blue | Used to indicate an exception or referral point |
| Green | Used to indicate that this activity is new or differ from the current process flow |
| Red | Used to indicate that clarification is needed |

* 1. Process details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Detailed process | | | | |
| Input | | | **Output** | |
|  | | |  | |
| Step | **Detail** | **Comment** | **Errorhandling** | **Screenshot** |
| [OVERALL PROCESS STEP] | | |  |  |
| 1 | [DETAILED STEP] | [COMMENT IN CORRECT COLOUR] |  | Første billede som er et samlet af hele skærmen man er inde i lægges nederst, og her i tabellen ligger snaps fra enkelte trin. |
| 2 | [DETAILED STEP] | *Kommentar til steppet samt evt. Shortcuts eller forskelige måder at komme til det samme* |  |  |
| 3 | [DETAILED STEP] |  |  |  |

Below, the chosen process is described in detail.

* 1. Screen shots

Below, the screen shots corresponding to the above steps in the process detail are presented.

* + 1. Step 1
    2. Step 2
    3. Step 3
    4. Step X