

**Blue Prism Business Analyst**

**Course Number:** RPA-108  
**Duration:** 1 day

**Overview**

This Blue Prism Business Analyst training course teaches attendees how to identify suitable processes for automation and assess automation potential. Students learn how to lead process assessments, properly document processes, and coordinate User Acceptance Testing (UATs).

**Prerequisites**

No prior experience is presumed.

**Materials**

All RPA training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* The class will be conducted in a remote lab environment that Accelebrate will provide.
* The main things the students will need are a Google Chrome web browser and a stable Internet connection.
* An email with detailed instructions to check your connection will be sent in advance.

**Objectives**

* Lead process assessments and select suitable process candidates for automation
* Document processes and create process documentation
* Manage process business exceptions
* Coordinate and perform User Acceptance Testing (UATs)

**Outline**

* RPA Overview
  + What is Blue Prism Robotic Process Automation (RPA)?
  + The case for the digital workforce
  + Where the digital workforce sits
  + The partnership between Business and IT
* RPA Project Roadmap
  + Robotic Operating Model (ROM)
  + RPA analyst role specification
  + Where the RPA analyst sits
  + Overview of typical RPA roles
* Process Assessment
  + Process assessment overview
  + Process discovery/opportunity assessment
  + Identification of suitable processes
  + Process prioritization
  + Impact assessment
* Defining Process & Process Definition Document
  + Documentation
    - The right way to create a Process Definition Document
    - Functional Requirements Questionnaire
  + Identify business exceptions
* Blue Prism Basic Principles
  + Control room
  + Data inputs & outputs
  + Case management
  + Exception handling
  + Scheduling
* Testing
  + Overview of different testing types
  + Preparation of verification test scripts
  + Overview of developers, analysts, testers, SME roles
  + Difference between verification and UAT
  + Test Scenario preparation & UAT data
  + Coordinating User Acceptance Testing (UAT) phase
* Operational Support
  + Introduction to control room
  + Process triggers (on-demand vs. scheduler, web services)
  + Cooperation with process controllers, developers and SMEs
  + Operational handbook review
  + Difference between solution design document and operational handbook
* Conclusion