Ether
Solutions

Checklist

This checklist helps identify whether a process is a good candidate for the use of Robotic Process Automation.

Consideration	Yes / No
Is it a structured process?	
Could the tasks be easily given to a new employee?	
Is the process documented?	
Are all the decisions based on rules / criteria?	
Do any decisions require subjectivity / emotion?	
Are more than 2 computer applications involved?	
Are more than 10 computer screens seen in the process?	
Are there more than 10 data items involved?	
Are there more than 5 staff performing the process?	
Is the process completed more than 10 times a day?	
Could the process be undertaken overnight or at weekends?	
Is there a benefit from completing the process quickly?	
Can the process be reversed?	
Do instances of the process ever get paused?	
Is any of the data being processed sensitive?	
Is it important who completes the process?	
Are there management reports on the state of the process?	