

# BLUE PRISM Business Analyst Course

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## GENERAL INFORMATION:

- Course Title: **Blue Prism Business Analyst Course**
- Classroom size: 6-8 trainees
- This is one day, instructor-led training course
- Course start and finish timing:
  - Start: 9.30 a.m.
  - Finish: 5 p.m.

## COURSE DESCRIPTION:

- This is a classroom course aimed for the future Business Analysts.
- This is an interactive course which covers the following :
  - How to identify suitable processes for automation and assess automation potential and how to calculate a business case
  - How to lead Process Assessments
  - How to document processes and how to create proper Process Definition Document and understand Operational Handbook documentation
  - How to coordinate End User Testing ( UATs)

## COURSE OBJECTIVES

- To enable Business Analysts to perform the following activities:
  - 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

## COURSE PREREQUISITES:

- None

## LOCATION:

- Client location OR
- NEOOPS training facilities:

River Garden II Rohanske nabrezi, Building 23A ,  
Prague, Czech Republic

## HIGH LEVEL COURSE AGENDA:

- RPA Project Roadmap
- Process Assessment
- Process Automation Prerequisites
- Process Definition Document
- Blue Prism Basic Principles
- Testing
- Process Management
  - Control Room
  - Operational Handbook

## OVERVIEW OF DETAILED AGENDA:

- RPA Project Roadmap
  - RPA Overview, difference between RPA and traditional IT project
  - Example of a typical RPA project roadmap
  - Where Business Analyst sits within a project
  - What is the purpose of the Business Analyst in an RPA project
  - Overview of typical RPA roles
- Process Assessment
  - General approach (top-down vs. bottom-up)
  - Identification of suitable processes
  - Assessing process automation potential & effort
  - Creating a Business Case
- Process Automation Prerequisites
  - Coordinate with Subject Matter Experts
  - As-is model creation
- Process Definition Document
  - Documentation
    - The right way to create a Process Definition Document
    - Functional Requirements Questionnaire
  - Identify Business Exceptions
- Blue Prism Basic Principles
  - Data inputs & outputs
  - Using work queues
  - Human-robotic interaction
  - Exception handling
  - Solution Design Introduction
- Testing
  - 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 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