

BLUE PRISM Business Analyst Course

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

COMPLETION CERTIFICATE:

- Upon a successful course completion NEOOPS will issue a Course Completion Certificate

HIGH LEVEL COURSE AGENDA:

- RPA Overview
- RPA ROM (Robotic Operating Model), Project Roadmap & Workstreams
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- 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 Overview:
 - What is Blue Prism Robotic Process Automation (RPA)
 - Case for the Digital Workforce
 - Where the Digital Workforce Sits
 - Partnership between Business and IT
- RPA Project Roadmap:
 - Robotic Operating Model
 - RPA Analyst Role Specification
 - Where the RPA Analyst Sits
 - Overview of typical RPA roles
- Process Assessment: how to perform process assessment
 - Process Assessment Overview
 - Process Discovery/Opportunity Assessment
 - Identification of suitable processes
 - Process Prioritisation
 - 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

- Design Solutions
 - 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 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