

# RPA Kick-Off Planner



Process automation programme kick-off planner, govern-to-design phases and tasks

## Governance

Name	Sub items	Owner	Status	Due Date	Delivered Date	Variance	Variance Comment	Progress
Resources confirmed & assigned to programme roles			Not Started					0%
Training and communications delivered			Not Started					0%
Plan agreed & signed-off			Not Started					0%
Status update meetings scheduled			Not Started					0%
Risks, Actions, Dependencies & Issues Log prepared			Not Started					0%
RPA governance framework updated			Not Started					0%
								<b>0%</b>

## Technology

Name	Sub items	Owner	Status	Due Date	Delivered Date	Variance	Variance Comment	Progress
RPA operating environments set-up & tested			Not Started					0%
RPA software installed, configured & tested			Not Started					0%
User accounts, access & permissions set-up & tested for Development Environment			Not Started					0%
User accounts, access & permissions set-up & tested for UAT Environment			Not Started					0%
Test Data is sufficient & correct, prepared & uploaded for Development			Not Started					0%
Test Data is sufficient & correct, prepared & uploaded for UAT			Not Started					0%
User accounts, access & permissions set-up & tested for Production			Not Started					0%
								<b>0%</b>

## Process Capture

Name	Sub items	Owner	Status	Due Date	Delivered Date	Variance	Variance Comment	Progress
Process Capture Meetings scheduled / delivered			Not Started					0%
As-Is process captured & defined			Not Started					0%
To-Be design principles defined			Not Started					0%
As-Is process capture validated & approved			Not Started					0%
								<b>0%</b>

## Process Design

Name	Sub items	Owner	Status	Due Date	Delivered Date	Variance	Variance Comment	Progress
Process Design Meetings scheduled / delivered			Not Started					0%
Automated To-Be process designed			Not Started					0%
Exception Handling documented			Not Started					0%
Handoffs between Humans & Robots defined			Not Started					0%
Automated To-Be process design approved			Not Started					0%
								<b>0%</b>

## Next Steps

Name	Sub items	Owner	Status	Due Date	Delivered Date	Variance	Variance Comment	Progress
Build & Test plan			Not Started					0%
User Testing plan			Not Started					0%
Controlled Live plan			Not Started					0%
Readiness Assessment plan			Not Started					0%
Release Control & Go-Live plan			Not Started					0%
Support & Maintenance plan			Not Started					0%
								<b>0%</b>