

1 Evaluate & Select Processes

Analyse your process portfolio. Keep in mind: not every process is equally qualified for automation!

Important criteria for prioritization:

- Error-prone, intransparent processes
- Low to moderate complexity
- High to very high execution frequency
- Digital and easily standardized process inputs
- Good standardization potential

Tip: Benefit from existing process documentation!

Common areas, hot candidates:

Human Resources: onboarding, vacation or training requests | **Finance & Controlling:** invoice receipt, budget or investment requests | **IT:** supplier management, hardware requests | **Legal & Compliance:** contract management, tax compliance | **Service Management:** complaint management | And many more.

2 Analyse & Optimize Processes

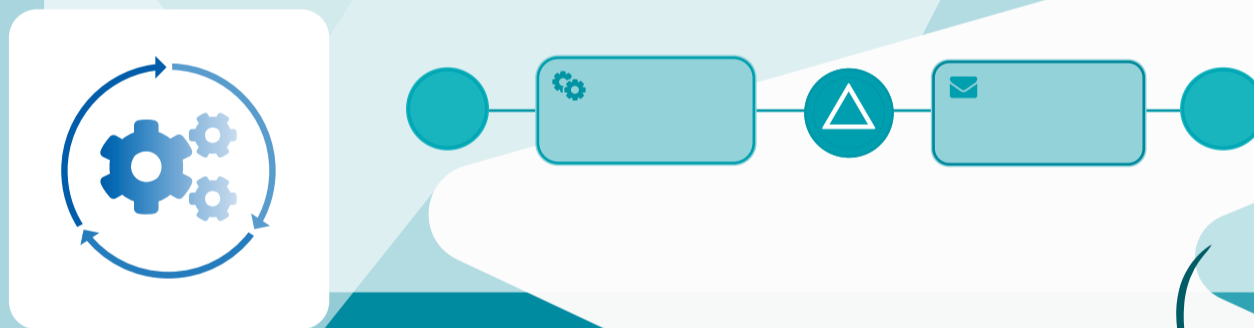
Take the time to thoroughly analyse your chosen process(es) and eliminate any major weaknesses – before proceeding with automation!



3 Create The Executable Process

Derive your workflow graph from the business process and enrich it with technical information for execution.

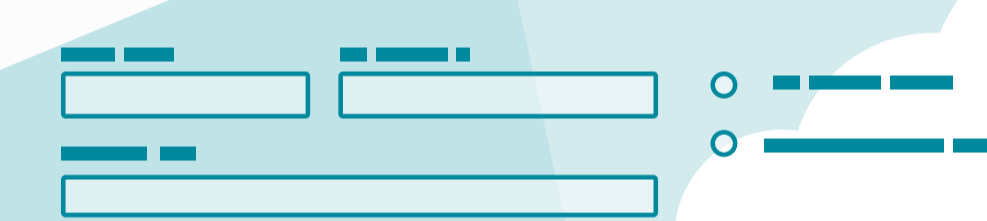
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bit.ly/process-automation-and-workflows



4 Design The Forms

Get a head-start on the form design. Quickly prototype and improve both the workflow graph and the forms by using low-code / no-code!

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bit.ly/process-automation-low-code



5 Prepare For The Rollout

Get the necessary approvals, notify and train the staff on the new process. Implement all technical to-dos to ensure a successful go-live.



6 Run The Process

Done! The new process is now available and executed with workflow support. Tested productively for all employees, or on a smaller scale.



Deliver Results



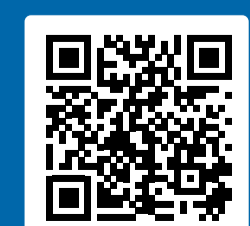
Top 5 results of low-code / no-code process automation:

- Transparency & traceability
- Lower margin of error
- Reduced costs
- More timely delivery
- Increased employee satisfaction

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7 Monitor The Execution

Track KPIs for goal achievement and process performance. Important at the beginning: the quality of execution and conformance with the process design. And: stay agile even when the process is running. Act quickly on findings from monitoring.



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