|  |  |
| --- | --- |
|  | | Standard Operating Procedure |

{Title}

{Description}

# Table of Contents

[| Standard Operating Procedure 1](#_Toc189148220)

[Table of Contents 1](#_Toc189148221)

[Introduction 3](#_Toc189148222)

[1.1 Purpose of the document 3](#_Toc189148223)

[1.2 Scope 3](#_Toc189148224)

[1.3 Definitions and Acronyms 3](#_Toc189148225)

[1.4 Responsibilities 3](#_Toc189148226)

[Procedure 4](#_Toc189148227)

[2.1 Task Overview 4](#_Toc189148228)

[2.2. High level process map 4](#_Toc189148229)

[2.3 Task Steps 4](#_Toc189148230)

[2.4 Exceptions Handling 5](#_Toc189148231)

[2.5 Materials and Equipment 5](#_Toc189148232)

[2.6 Safety and Compliance 5](#_Toc189148233)

[2.7 Quality Control Measures 5](#_Toc189148234)

[Additional sources of process documentation 6](#_Toc189148235)

[Review and Revision History 6](#_Toc189148236)

# Introduction

## 1.1 Purpose of the document

The Standard Operating Procedure outlines the business process identified by UiPath Task Mining for further analysis, optimization and documentation.

This specifications document serves standard documentation for business analysts, process analysts and the business stakeholders to review.

## 1.2 Scope

This section defines the boundaries of the task recording, specifying which processes, activities, and user interactions will be captured and analyzed. It ensures alignment on the key objectives and prevents unnecessary data collection.

1. <To be filled out by user>

## 1.3 Definitions and Acronyms

This section provides a list of key terms, definitions, and acronyms used throughout the document to ensure clarity and consistency. It serves as a reference for stakeholders to understand technical terms, process-specific language, and abbreviations commonly used in task mining and process analysis.

|  |  |  |
| --- | --- | --- |
| ****Acronym**** | ****Term**** | ****Notes**** |
|  |  |  |

## 1.4 Responsibilities

This section outlines the roles and responsibilities of key stakeholders involved in the task mining project. It ensures accountability by defining who is responsible for executing, reviewing, and overseeing different aspects of the process.

|  |  |  |
| --- | --- | --- |
| ****Individual**** | ****Role**** | ****Responsibilities**** |
|  |  |  |

# Procedure

## 2.1 Task Overview

This section provides a high-level summary of the process being recorded and analyzed. It helps stakeholders understand the purpose, key steps, and expected outcomes of the task mining project.

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Description** |
| 1 | **Task Mining trace name** | {Task Mining trace Name} |
| 2 | **Link to Task Mining project** | {url} |
| 3 | **Recording user** | {Users} |
| 4 | **Date Created** | {date} |
| 5 | **Steps** | {No. of steps} |
| 6 | **Duration** | {Average Duration} |
| 7 | **Number of Applications** | {No. of Applications} |

## 2.2. High level process map



## 2.3 Task Steps

This section outlines the step-by-step actions required to complete the recorded task. Each step should be clearly defined to ensure consistency, accuracy, and repeatability.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Process Step | Description | Image |
| 1.1 | **{actionTitle}** | **{actionDescription}** |  |

## 2.4 Exceptions Handling

List any exceptions that you note will need handling based on your understanding of the end-to-end process.

## 2.5 Materials and Equipment

This section lists the necessary tools, software, and resources required to complete the recorded task successfully. Ensuring all required materials are available helps streamline execution and prevents delays.

## 2.6 Safety and Compliance

This section outlines any regulations, security protocols, and best practices that must be followed while performing the task. Ensuring compliance helps mitigate risks, maintain data integrity, and adhere to company and industry standards.

## 2.7 Quality Control Measures

This section defines the standards, validation checks, and controls in place to ensure the task is executed accurately and consistently. It helps prevent errors, maintain process integrity, and ensure high-quality outcomes.

# Additional sources of process documentation

If there is additional material created to support the standard operating procedure, please mention it here, along with the supported documentation provided.

|  |  |  |
| --- | --- | --- |
| Additional Process Documentation | | |
| Video Recording of the process (Optional) | ACME-System1-Process-WI5-Manual-Walkthrough | Insert any relevant comments |
| Business Rules Library (Optional) | Insert link to Business rules library | Insert any relevant comments |
| Other documentation (Optional) | Insert link to any other relevant process documentation (L4, L5 process description, fields mapping files etc.) | Insert any relevant comments |

\*Add more rows to the table to reflect the complete documentation provided to support the RPA process.

# Review and Revision History

A log of changes made to the SOP, including dates, and descriptions of revisions

|  |  |  |
| --- | --- | --- |
| Date | User | Revision |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |