

Your 5 Steps to Understanding and Starting your RPA journey.

Robotic Process Automation (RPA) promises immense benefits. Essentially, it uses software robots to replace humans to automate and speed up business processes, eliminate human error and lower costs. Use this Cheat Sheet to gain foundational knowledge, dispel myths and jumpstart your RPA initiative.

STEP

1

Is RPA Right for You?

Are your processes highly manual and repetitive?

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Do your processes require minimal decision making?

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Are your processes mature and stable?

Do you have a defined standard operating procedure (SOP)?

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Are your processes fixed and set in stone?

Do you have high volumes to process?

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Do you want to reduce human workload and minimize human error?

STEP

2

Understand RPA Benefits



Increase Throughput

Robots work nights, weekends and don't take breaks



Reduce Cost

10 Robots will do the work of 100 people



Reduce Workload

Robots handle tasks 10 times faster than people



Eliminate Errors

Robots deliver results with 100% accuracy



Increase Employee Engagement

Let employees focus on the value-add activities

STEP
3

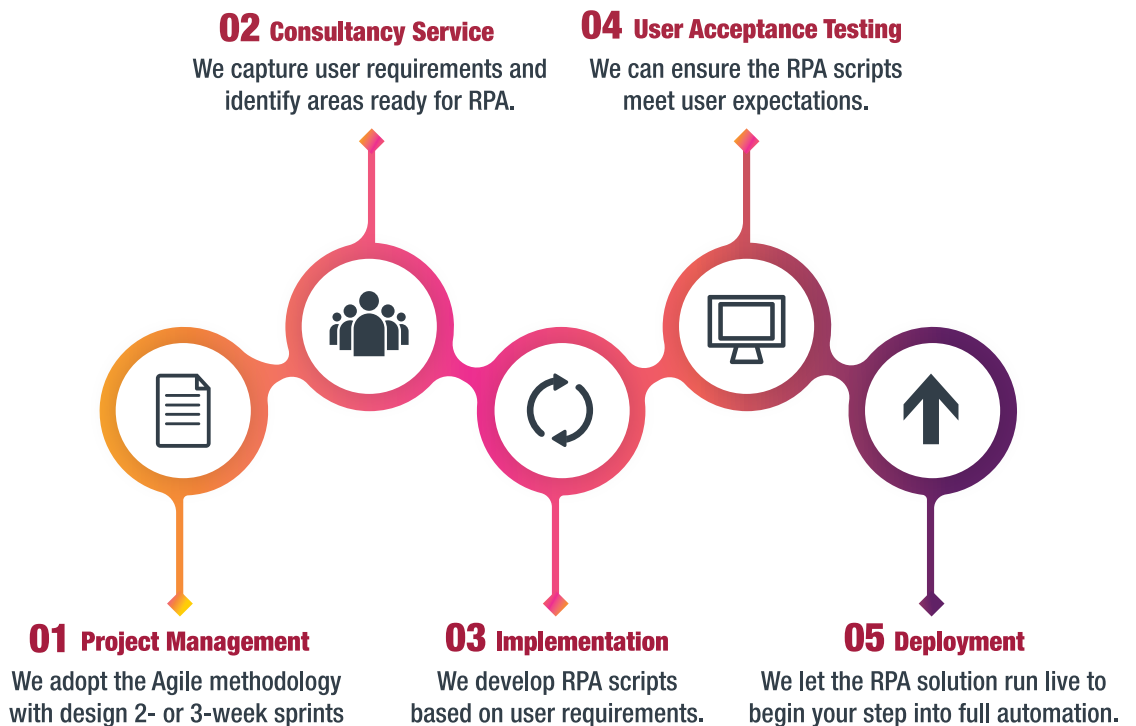
How RPA and Business Process Management (BPM) Differs

	RPA	BPM
Business Goal	Reduce cost and headcount using software robots	Re-engineer underlying processes and drive central tools
Core Activity	Automate repetitive tasks and train software robots to complete tasks	Define and implement entire process management model
Technology	Apply changes without changing underlying IT	New application definition and comprehensive integration with underlying system for a single model
Time & Impact	Implementation can be done in days as underlying IT is not changed	Can take several months and requires longer testing periods

STEP
4

Get Partnered Right

Need help figuring out where to start? HKBN JOS can study, identify and point you in the right direction. Our consultants can also work with you to design, develop and deliver a complete RPA solution, from conception to implementation.



STEP
5



Have a question about RPA? Our experienced consultants are ready to help at HK-innovation@jos.com or +852 2565 2011.