1 Week - Power Automate Design Sprint
Velrada Offering

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Business First.
Technology Second.

THAT'S THE POINT

Engagement Overview

What does a typical engagement look like?

POWER AUTOMATE DESIGN SPRINT

1

Discovery Questionnaire
Pre-engagement exercise to collate information & discover the as-is and to-be processes to be uplifted into Power Automate workloads.

2

Design Session
Collaborative workshop on Day 1 to understand the desired outcomes & scope solution to the development timebox.
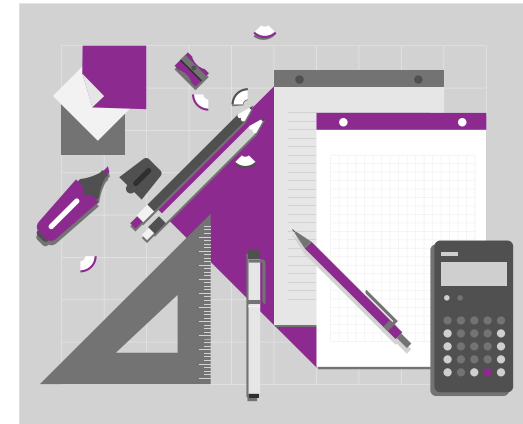
3

Development
Implement the agreed scope of the lean Power Automate solution in your Microsoft tenant across 3-days with daily check-ins on progress.

4

Showcase & Refinement
Final day walk-through of the solution. Showcase how it was built and how to use. Slight refinements where required to prepare for production pilot.

1-Week Engagement

POWER AUTOMATE DESIGN SPRINT
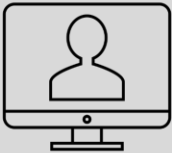
Engagement Length

Delivered across 1 week:
- Day 1: Discovery & Design
- Day 2-4: Development
- Day 5: Showcase, Refinement & Deployment

Investment

- Engagement start at AUD $19,000 (excl. GST)

Session Delivery

Engagement delivered either:
- In person (your office or Velrada's)
- Remotely using Microsoft Teams

Pre-Requisites

- Velrada require ability to develop Power Platform within your tenant
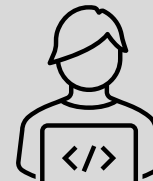- Client must be prepared for participating in discovery & design

Client Participants

Product/Process owner.

Any folks who are keen to be introduced to using the Power Platform to build tailored solutions.

Velrada Resources

Our experienced resources utilised in this engagement:
- Delivery Manager
- Power Platform Architect
- Power Platform Developer – *Power Automate specialisation*

Example Automation Workloads

Document Automation

POWER AUTOMATE EXAMPLE WORKLOADS
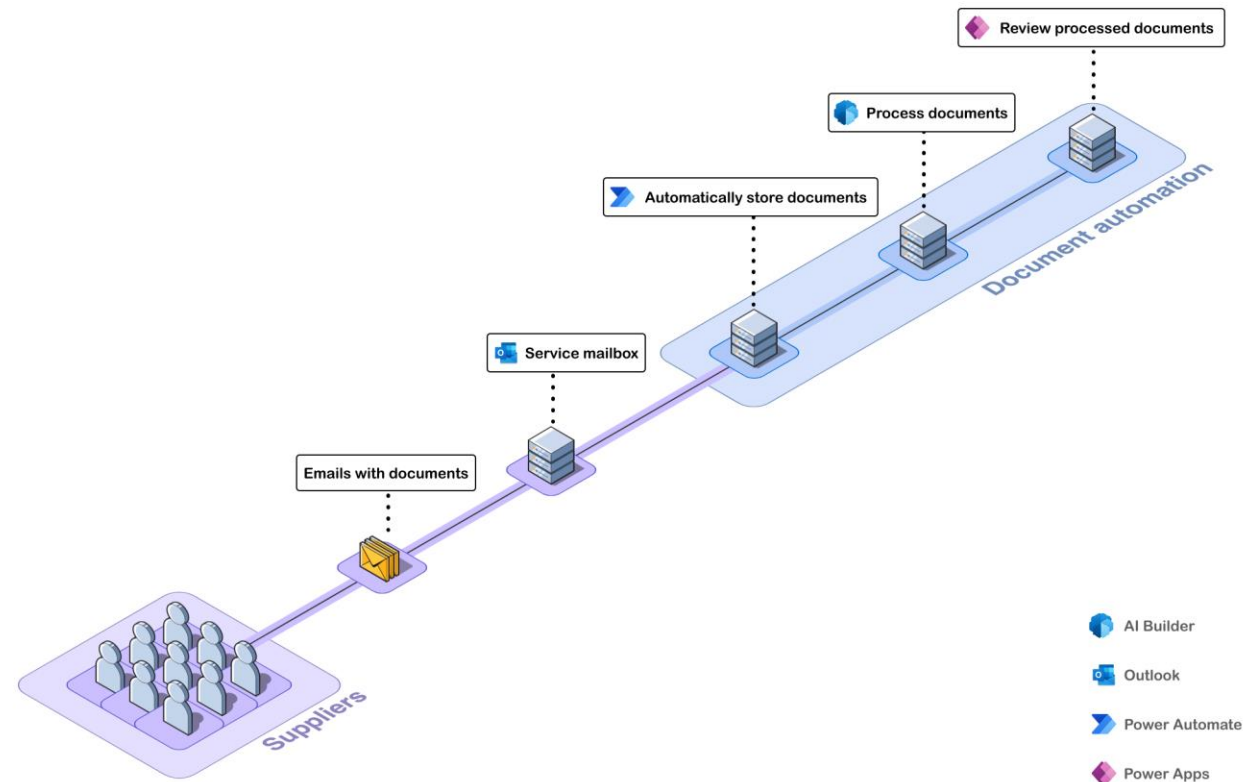
What can the technology do?

- Implement an end-to-end document automation workflow using a combination of Office 365 connectors, Power Apps, Power Automate and AI Builder models
- Train models to read documents of a specific format & process data found within it

What's the benefit?

- Reduce time, effort, and cost of manually processing documents
- Maintain a methodical and systematic way of performing document-based tasks

Where can you use it?

- Suitable for workloads around receiving orders, managing requests,

Transforming E-mail Centric Processes

POWER AUTOMATE EXAMPLE WORKLOADS

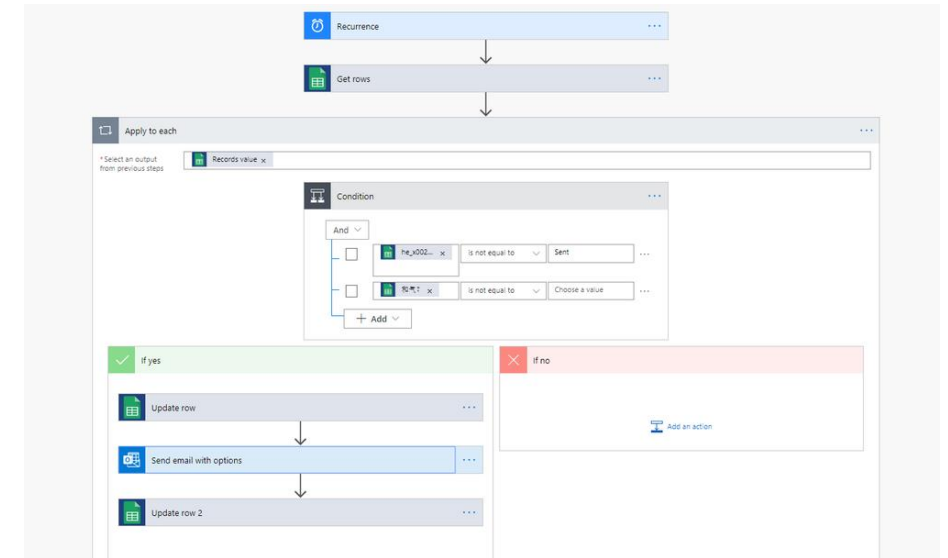**What can the technology do?**

- Automatically parse email and attachment
- Trigger business processes from receipt of an email
- Automate notification
- Provide authenticated portal for the input and retrieval of information from third party
- Extend self-service capability

What's the benefit?

- Reduce manual effort and cost in monitoring mailboxes, responding on enquiries and processing attachment
- Reduce burden of having to search mailboxes for information and traceability of events
- Trigger agile business processes and automation
- Reduce double handling of data provided in attachment which leads to less errors
- Improve employee's experience on repetitive tasks
- Allow customers to self service and provide validated information in an unified manner

Where can you use it?

- Processes that require frequent emailing of spreadsheet, PDFs or Word documents
- Processes where third parties require frequent update or enquiries

Requisition Processes

POWER AUTOMATE EXAMPLE WORKLOADS

What can the technology do?
- Automate the generation and approval of requisition process
- Monitor the requisition process

What's the benefit?
- Reduce the headcount and cost on monitoring the requisition process
- Accelerate the approval process by including real time notification through email to approvers
- Increase credibility of the results of the requisition process as the process is traceable and data changes are audited
- Minimise data loss during the handover of information during approval process
- Ensure every steps of the requisition process are taken according to compliance where no corners are cut
- Increase visibility of both requester and approver on the process and results of the requisition process
- Automate conversion of documents, such as converting purchase request into purchase order, to accelerate the requisition process
- Provide visibility on organisation's current financial information when making requisition

Where can you use it?
- Purchasing department that require to automate the purchase requisition process to maximise their efficiency

Approval Processes

POWER AUTOMATE EXAMPLE WORKLOADS

What can the technology do?

- Provide approvers with information that assists in approval process
- Create approval process flows that can run specific actions in an orderly manner

What's the benefit?

- Provide a maximum context to approvers at every touchpoint of approval process
- Standardise the approval process and thus minimise the probability of unchecked mistakes and mismanagement of approval
- Increase transparency, trust, and control within the organisation by providing a single source of truth for all involved stakeholders
- Reduce the number of redundant processes by configuring automatic routing from one level of approval to another
- Improve traceability and accountability by keeping an audit trail for the key results
- Reduce waiting time by removing the need of constantly reminding approvers using automated notifications
- Increase flexibility of the approval processes as different actions can be customised at each stage
- Inform the stakeholders of the results once approvers made their decisions

Where can you use it?

- Complex processes that requires stakeholders to review different data and consequently make an approval decision based on the input

Flow 8/18 5:51 PM

Building Access Request   ⓘ PENDING

Sunnyvale Campus

Requested By **Gitte Olsen**
admin@M365x12345.OnMicrosoft.com
Submitted On 08/19/2020 00:50:57
Request Date 2020-08-19
Building Sunnyvale Campus
Space Executive Zone 1
Reason Executive Briefing

Chat

Approve   Reject

Admin (admin@M365x12345.onmicrosoft.com) used Power Automate to send this notification. Learn more

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Workflow Management

POWER AUTOMATE EXAMPLE WORKLOADS

What can the technology do?

- Automate the approval process by directing the approval request to the right approvers and show them the required information
- Automate processes that lack API

What's the benefit?

- Accelerate the time for data entry as multiple users can update the data simultaneously and instantaneously
- Remove the need of back and forth communication between work teams as the data entered is accurate and has a consistent format
- Ensure approvers have reviewed presented information before making approval decision
- Ensure data is stored securely by eliminating the possibility of getting lost in handover processes
- Ensure the correct approver is assigned for the workflow
- Ensure approvers will respond to the approval requests using automatic notification and reminders
- Reduce administrative cost and cut down repetitive tasks, which allows staff to focus on high-value tasks instead
- Boost employee productivity

Where can you use it?

- Suitable for decision-making processes that require inputs from multiple stakeholders

Progress is impossible without change.

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