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| **PROJECT DETAILS** |
| **1. Name of Polytechnic undertaking the project:** Click or tap here to enter text. |
| **2. Number of lecturers involved:** Click or tap here to enter text. |
| **3. Number of students involved:** Click or tap here to enter text. |
| **4. Project commencement date:** Click or tap here to enter text. |
| **5. Project completion date:** Click or tap here to enter text. |
| **6. Description of project:** List down the steps needed for the process(es) BEFORE and AFTER RPA implementationPlease attach separate sheets |

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| **7. State the productivity gain from implementing RPA for each of the processes (where applicable).** |
| **Process** | **Number of clients** | **Number of times process is done for each client / year** | **Time spent per process BEFORE RPA implementation** | **Time spent per process AFTER RPA implementation** | **Productivity gain** |
| **Example:****Preparation of bank confirmations** | **10** | **12 for each client / year** | **60 mins** | **15 mins** | **[(60 mins – 15 mins)/60 mins] \* 100% = 75%** |
| [ ]  **Audit** |
| Preparation of bank confirmations | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Preparation of accounts receivable confirmations  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Preparation of accounts payable confirmations | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Preparation of intercompany confirmations | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| [ ]  **Corporate Secretarial** |
| Preparation of one corporate secretarial related email template | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Preparation of AGM materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| [ ]  **Tax** |
| Preparation of two tax related email templates | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| [ ]  **Accounting** |
| Conversion of trial balance to financial statement | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Casting financial statement | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Balancing financial statement | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| [ ]  **HR & Admin** |
| Preparation of two HR & Admin related email templates | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **8. Describe other benefits of the project**E.g., Clearer communications, better staff morale, reduced cost, increased capacity, better working hours, staff taking on higher value work, etc. Please attach separate sheets |

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| **Prepared and submitted by:** |
| Click or tap here to enter text.**Signature**  | Click or tap here to enter text.**Date** |
| Click or tap here to enter text.**Name** | Click or tap here to enter text.**Designation** |