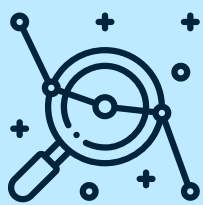# Digitising Workflows

AT Technical

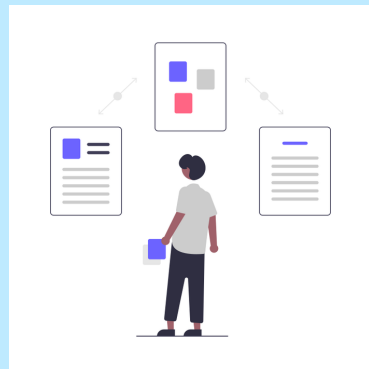## MICROSOFT 365 SHAREPOINT & POWER AUTOMATE

Analyse
- What have we got?
- What do we want?
- Desired Improvements
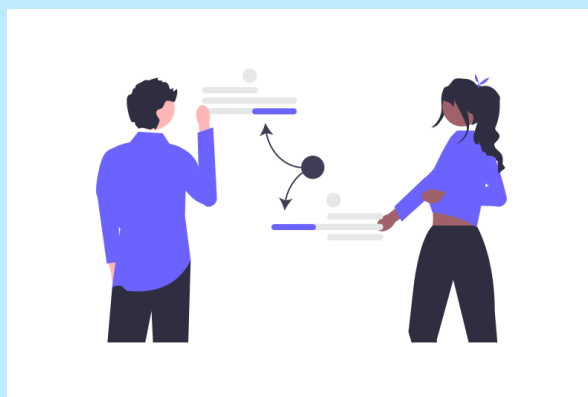- Data Flow Diagram
- Identify Problem Areas

Design
- Functional Requirements
- User Interface
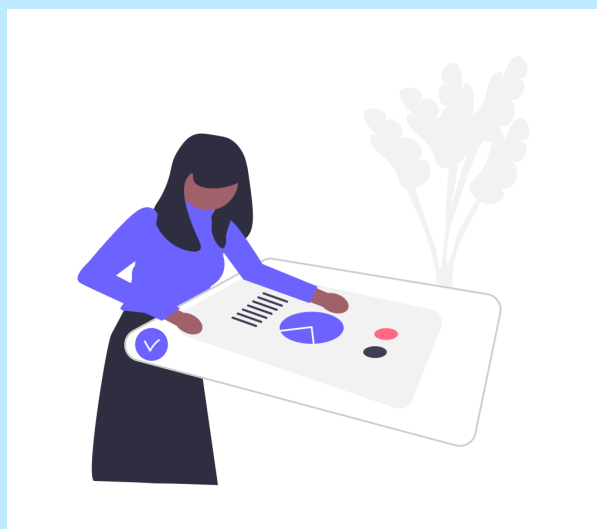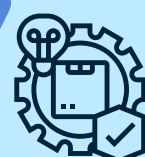- Identify Key Milestones
- Data Flow Diagram

Prototype
- Build Desired Solution
- Run Mock Tests
- User Acceptance Testing
- Stress Test Solution
- Sign off Solution

Deliver
- Share Documentation
- Deploy Prototype
- Stakeholder Sign-off
- Monitor

Continuous Improvement
- Monitor Usage
- Make Adjustments
- Support End User Adoption

Top Tips
- Gather Very Specific Requirements
- Test Functional Requirements Early
- Keep to Agreed Proposal
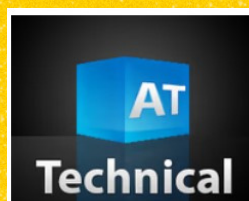- Gain Feedback of Prototype at Key Designated Milestones

Process Efficiency
- Saves Time
- Releases Staff
- Simplify
- More Control