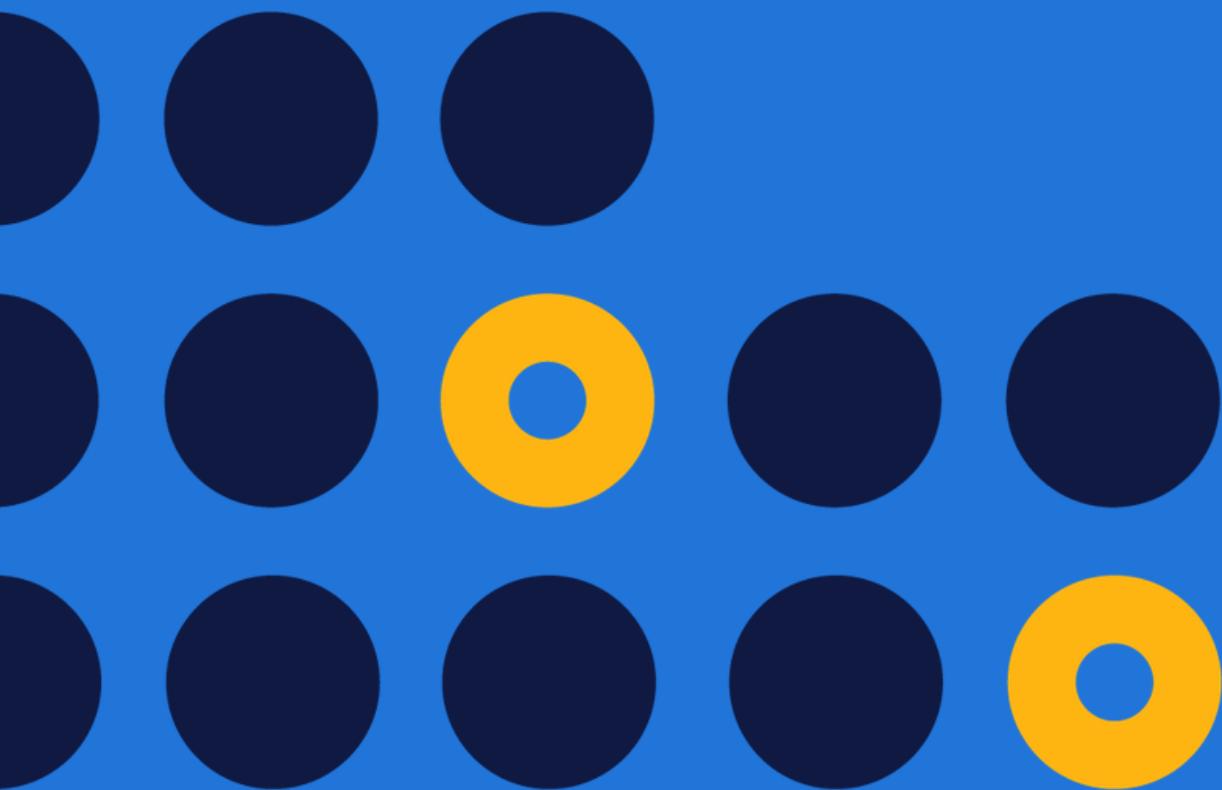


is your company ready for automation?



take the test!





Automation and RPA: familiar concepts for some, still a bit vague to others. What should you do, go with the trend or wait and see?

We made this test for all those that are still hesitant. Take it and see if you're ready to automate your task, or if you should still optimize some processes before you can start!

take the test.

If you want to be fully prepared you can already grab a pen and paper to write down your answers!

1 How would you describe the processes that you want to automate?

- a. error-prone, stable and repetitive
- b. rather creative: some human decisions are necessary to make sure the processes all work
- c. unique, isolated: most of your processes only occur once or twice

2 The processes that you want to automate are mostly:

- a. done manually and repetitive
- b. done manually but not repetitive
- c. done automatically and not repetitive



3 How are the decisions on your processes made?

- a. the rules are 100% fixed, exceptions are impossible
- b. partly through fixed rules, partly decisions made by the employee
- c. the decisions are always made by the employee, the process is rather creative

4 The standard input of the processes you want to automate is:

- a. digital and structured
- b. digital and unstructured
- c. not digital and unstructured



5 How obstructive are the processes that you have to execute today?

- a. very obstructive and risky: every mistake costs the company money
- b. the processes are mostly boring and frustrating for the employees
- c. not very obstructive, automation would mostly be a nice to have

6 What goal do you want to reach with the help of automation?

- a. I want to improve my employee satisfaction by unburdening them of boring and repetitive tasks
- b. I want to help my employees to execute their tasks more efficiently
- c. I want to get a higher ROI by using automation

7 How many screens will your RPA bot have to work with?

- a. 0-15
- b. 15-30
- c. more than 30



8 Do you have the necessary automation experts in-house or do you need an automation partner?

- a. we have the necessary knowledge in-house
- b. we need a partner that offers the right trainings for our employees, so they will eventually be able to maintain the automations themselves
- c. we need a partner that unburdens us completely

9 How do your employees feel about automation?

- a. they can't wait: hooray - finally they won't have to do those boring tasks themselves anymore
- b. they're not sure what it's about yet, we should organize a workshop to inform them thoroughly
- c. they're a bit suspicious: if we start with automation, will they still be needed in the company?



the results you mainly answered a.

Congratulations, your company is ready to automate its processes! Processes that are repetitive, error-prone and stable are easy to automate. Did you also indicate that your input mostly happens manually, is digital and structured, and that your processes follow a fixed set of rules? Great, that's the ideal combo!

Thanks to automation, your employees will never again have to execute boring, repetitive tasks. And another advantage: robots never make mistakes! Those small moments of inattentiveness will never again cost you money.

Even though your processes are ready to be automated, a good partner is indispensable. Your partner will guide you in your process and offer you trainings, so eventually you will be able to maintain your automations yourself if you want to.



the results you mainly answered b.

Your processes can definitely be automated, but you will have to take into account a few things. Know that for creative, manual and unstructured processes, you'll always need to keep a human in the loop: someone that shows your robots how to deal with exceptions and that helps them make the right decisions. You should also try to keep the number of screens your RPA bot has to work with below 30. When this number rises above 30, the automation process becomes very complex.

Before you start with automation, you should take a good look at your processes. Start with the so-called low hanging fruit: the processes that will get you the most ROI with the least amount of effort.

This does not mean that your other processes can't be automated, but when you're first starting out with automation it's best to start with the easiest processes and continue from there.

Curious as to where your low hanging fruit can be found? It's best to have an external partner analyze this. Your partner will be able to give you a list of processes that are ready for automation, and tell you which processes still need a little work before automation.



the results you mainly answered c.

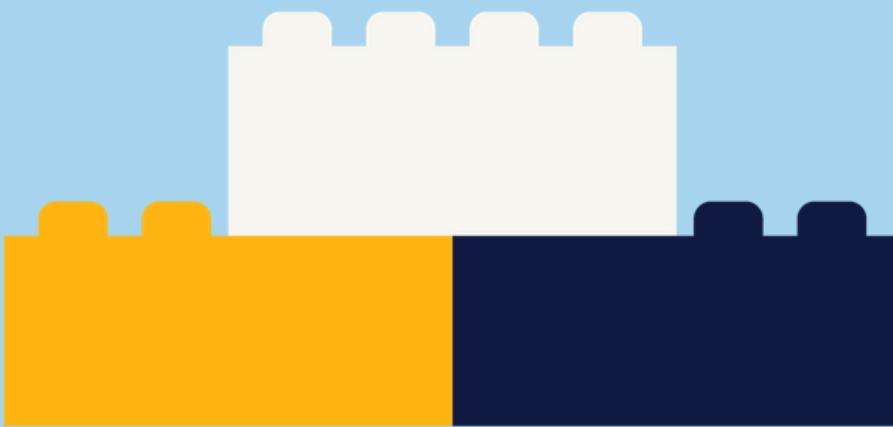
Your processes aren't ready for automation just yet. This of course doesn't mean that your company wouldn't benefit from automation - there's just still some work to be done.

The processes that you're automating are preferably repetitive, done manually, and prone to error. Moreover, you'll need an electronic and easy to read standard input. Processes in which many creative decisions have to be made are harder to automate. And when the number of screens with which your bot has to work is more than 30, automation becomes very complex.

Are your employees suspicious towards automation? Inform them through workshops or trainings and assure them that automation will make their lives easier, and that they can't be replaced by robots.

If you adapt your processes to those rules, there is no doubt that your company will be ready for automation in no time! Are you still unsure where to start? Contact an external partner, they will help you out!

If after this test you are convinced that your company is ready to automate its processes, but you still feel that you need an automation partner, contact one of our experts and find out what they have to say!





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