

ROUGH ORDER OF MAGNITUDE (ROM)

Business Process Automation



PREPARED BY:

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Business Process: Optimize and Automate

Streamline business process across {Client} by providing visibility, identifying opportunities for efficiencies and by automating part or all of a business process realizing:

1. Average cost savings of \$100k per year, per process
2. Turnaround value driven outcomes in hours or minutes instead of days
3. Increased insights into process efficiency and gaps

All of which will enable {Client} stakeholders to more effectively:

1. Meet legal and compliance requirements with comprehensive audit trails, role-based security and versioned content
2. Continuously improve processes and increase year over year savings
4. Focus less on repetitive tasks and more on value-add projects

On the following pages, we showcase project goals, our process, and the estimated range of pricing to deliver a Company Intranet site.



Project Goals

Many processes are executed through tribal knowledge limiting effectiveness with a dynamic workforce. We will help provide visibility into current processes, working with key stakeholders to identify areas for improvement or automation. Leveraging the latest technologies, along with your existing technologies organization to save time, money and decrease risk.

Process Mapping

Meeting with stakeholders for each process we will map all aspects of the process cycle, identifying triggers and outcomes, resources involved, procedures, cost per cycle, related or affected processes, sub-processes and owners.

Automation Identification

Areas identified as potential candidates for automation will be tagged and our technical experts will architect solutions using the most common technologies, including Office 365 and Azure, and accounting for legacy systems.

User Experience

Our team will use a proven approach to deliver the automated solution(s) focused on creating the best user experience while providing a positive business impact including stakeholder communications, training and adoption.

Sustainable Improvement

As {Client} users begin actively executing the updated process and new automation, we provide technical support and insights by incorporating analytics to measure effectiveness and continuously release improvements for a well-managed process.

Business Process Automation Execution

It all begins by hosting a series of process mapping workshops and technical discovery sessions with business and



technical stakeholders. Our team will document every aspect of the as-is process in detail including cost per cycle, and ROI opportunity for each process. We will then prioritize the areas that will benefit from improvements or automation, documenting the to-be process with expected changes and cost savings. Our technical architecture experts will create a plan describing the solution(s) and technologies to be used for automation, designed with users' experience in mind to increase effectiveness and stakeholder engagement in the new processes. Our team will utilize Microsoft's suite of tools including Office 365, Power Platform and Azure to build the solutions. As features are released, our Organizational Change Management (OCM) specialists will help ensure a smooth execution through communications and training. We will enable visibility into the effectiveness of the new process as they are deployed leveraging analytics, dashboards and reports. Our optional support plans will provide ongoing technical support as well as provide insights and recommendations for continuously improving the process.

Automating a Business Process:

Our team of project management, process specialists and engineering professionals will usher you through the project process, helping smooth the transition as much as possible.

Roles and Responsibilities

Stakeholder Involvement:

- Executive Sponsor
- Business Process Stakeholders
- Technology Stakeholders

Sparkhound Roles:

- Executive Sponsor
- Process and Solution Lead
- Technical Consultant/Developer
- Project Manager

Deliverables

{Clientname} receives an automated solution for the {Processname} Process including:

1. **Process Map**
Activities, procedures, resources and cost documented to summarize all aspects of the existing process. A second documented version of the process with components updated for the to-be state, and the expected ROI.
2. **Automation Plan**
A documented plan summarizing the approach, timeline, resources and cost for adopting the identified automation solutions.
3. **Process Automation**
One or more activities of the business process automated using Microsoft technologies.
4. **Process Analytics**
Process activity tracking. More advanced or customized features may be assessed during the quoting process.

Assumptions

Executive Sponsor, dedicated time and investment from client stakeholders for interviews. Accessibility to Office environment. Implementation within SharePoint 2019 (on-prem) or SharePoint Online. Migration of content from existing intranet to new will incur additional effort.

ROM Pricing & ROI

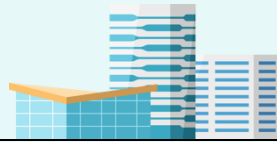


Process Mapping

Documented as-is and to-be versions of the process including activities, procedures, resources and cost. Automation Plan documented.

1 - 2 Weeks

\$5,000 - \$10,000



Automation

Automated process status tracking with notifications, dashboard and approvals.

4 - 8 Weeks

\$25,000 - \$50,000

Add RPA or Integrations with third-party systems starting at \$10,000



Support

On-going technical support and continuous process improvement including scheduled process reviews and updates.

Yearly (On-Going)

\$25,000 +

3YR ROI
ROI \$225,000

Year 1
Automation: \$25,000
Process Savings: \$100,000
\$75,000

Year 2
Automation Support: \$25,000
Process Savings: \$100,000
\$75,000

Year 3
Automation Support: \$25,000
Process Savings: \$100,000
\$75,000

Why partner with us

We're engaged throughout the entire digital value chain

Strategy

- Demand & Portfolio Planning
- Business Operating Model Design
- Growth Strategy
- Insight Driven Enterprise
- Project Services
- Organizational Change Management

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Data and Analytics

- Business Intelligence
- Data Visualization
- Predictive Modeling
- Machine Learning
- Data Migration & Management
- Master Data Management

Managed Services

- Help Desk
- Customer Service Center
- Post Go-Live Support
- Managed Cloud & Platform
- Managed Infrastructure
- Managed Collaboration

21+

years in, and we still have that startup energy

4

region offices

250+

sparkies and growing

300+

clients served