



How to plan an Automated Workflow in your business

Implementing Automation into a business workflow starts in one place: identifying the flaws in current processes and mapping the changes to match the desired business outcomes. This process must be thorough and take place before the right software solution is considered — because the right software will depend entirely on the results of said planning.

In order to achieve faster, more efficient and cheaper day-to-day functioning, businesses need to prepare their operations for automation. Automation on its own will not fix a bad process, it will simply automate it and provide little benefit. Some of the discovered — or known — flaws will only require minor tweaking; the key is in finding the larger, systemic problems that will require infrastructure changes.

There are a number of key concerns that can be achieved by implementing automated workflows:

Reduce financial fraud

via improved, digitised data management

Lower Risks of Human Error

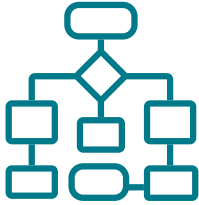
Increase Value Creation

via your team, instead of them performing manual tasks

Reduced Business Costs

due to more efficient workflows

In this document, we look to prepare the ground for an effective workshop that provides you with right initial steps towards effective processes. This aligns to five stages of planning that mean we work together on a pathway that improves how your business performs key tasks, considerate of the internal systems and structures specific to you.



Step 1 Map

Define all of the steps in your current process and draw them into a physical workflow. There are many tools available that can help you drag and drop workflows.

As you map each of your individual processes, look for opportunities to improve them:

- Where and how are you behind competitors?
- Are the systems that are being used at each stage delivering (at least) desirable business outcomes?
- Are there any bottlenecks?
- Are the technologies that are in place suitable? Are they ranked well in Gartner's Magic Quadrant?



Step 2 Define

Now that you have a workflow, define whether the information from one point to another is either static or entered by the user.

- Is this contributing to a poor process?
- If so, what is the core of the issue?



Step 3 Identify

Now identify which users are performing certain roles.

- Create guidelines for how those users can interact with the workflow and what their level of access should be.
- Make sure processes align with any laws and regulations to remain compliant.
- Update or re-build the exact procedures that will be followed for each new/ amended process.



Step 4 Notify

Do you need to integrate notifications that will alert users when their assigned and upcoming tasks are urgent?



Step 5 Evaluate

Improve your processes using analytics.

- Are there any persisting bottlenecks?
- If so, why? Use data to further tweak and streamline your processes.

Worksheet

In this exercise, we look to better understand fault lines in your organisation, ownership of these processes and the key business outcomes you are looking to achieve.

Filling in as much of the chart as possible will help you clarify where the focus needs to be, and provide us with the ability to use the time in the workshop as effectively as possible.

We also look to understand the value of reducing the complexity of processes in order to focus on what makes the biggest difference to your performance.

Process	Process Owner	Information	People	Desired Outcome	Business Critical Rating
Existing processes that you identify as critical to improving business performance.	Stakeholder / Business unit where process ultimately sits.	A description of the current workflows, the systems in place that deliver these processes and specific areas where you have identified significant issues to be resolved.	Business units, job functions and specific roles involved in the daily performance of these tasks.	This can be a quantifiable business value outcome or a more specific benefit that resolves particular problems – for instance concerns around data security, speed of service delivery, or reduction in man hours and human error.	Simple reflection of potential value / cost to the business. NB Traffic light score of high/ medium/ low helps identify where the highest value and priority should be placed on improvement.
Process 1					
Process 2					
Process 3					
Process 4					
Process 5					

Once collated, this information acts as the agenda that provides a workshop centred on delivering business value to you.

As a next step, once completed and shared with us, we can arrange the virtual workshop. In this workshop, we will share relevant examples of how we have helped.

To arrange your workshop, send your worksheet to sha.han.si@fujifilm.com to set up a meeting.

[fujifilm.com/fbau](https://www.fujifilm.com/fbau)



FUJIFILM and FUJIFILM logo are registered trademarks or trademarks of FUJIFILM Corporation.

To find out more — or to talk to one of the team about your own print device evaluation — please call us or visit us at:

FUJIFILM Business Innovation Australia Pty Ltd

8 Khartoum Road MACQUARIE PARK NSW 2113 Australia

Tel. 13 14 12