



# RPA ADMINISTRATOR

## COURSE DETAILS



### The RPA team as a functional unit

- To understand what is expected of the administrators, it is important to understand what other RPA team members do as well. This module will show you what different roles are in a functional RPA team and what the responsibilities of each role are.

### The test phases of a robotic process automation project

- This module is about the six testing phases that should be a part of every process automation project. The phases have been designed to ensure business object actions have been robustly created and automation solutions run efficiently in production.

### Blue Prism Control Room – Work Queue and Session management

- Analysing the status of processes that run in production is one of the main tasks of the administrator. This module will dive deep into the functionalities of the Blue Prism work queues and how to manage process sessions effectively.

### Controlling processes

- Processes will need some of their variables to be changed periodically. These variables are called environment variables. Changing them and controlling the processes that are in production are also among the administrator's tasks.

### Scheduler

- Processes are not run manually in production by default. The proper way to run them is via the Blue Prism scheduler. This module will teach you how to create a schedule and allocate it to a robot resource.

### The hand-over from development to production

- The administrator has the task of validating whether an RPA solution is ready for being put into production. This module will give the required skills and tools to be able to inspect the solutions and their documentation.

### Incident Investigation

- This module is about the most common problems that can occur in the production environment and how to avoid and solve them.

### The typical day of the administrator

- The role of the administrator is more reactive than proactive. This module will give a view into the regular day of the administrator so you know what to expect when planning your work routines.

### Final Exercise

- The final exercise will test your skills in validating an incoming process. It will require you to show your understanding of the RPA solution documentation and prepares you in being the gatekeeper between development and production.





# EXAMPLE LEARNING PATHS



HEAD OF ROBOTICS	
RPA Management	

EXPERT DEVELOPER	
Developer 1 & 2	

= Recommended ratio of experts

EXPERT ANALYST	
RPA Analyst Developer 1	

ALL-ROUND RPA EXPERT	
RPA Analyst Developer 1 & 2 Administrator	

ANALYST	
RPA Analyst	

PROCESS CONTROLLER	
Administrator	

RPA IT-EXPERT	
Technical Blue Prism Expert*	

RPA OPERATIONS SUPPORT	
Technical Blue Prism Expert* Administrator	

