**ATARC**

**Robotic Process Automation (RPA)**

**Project Team Charter**

January 26, 2021

**Context**

Robotic Process Automation (RPA) is software or bots / digital workers that emulate the repetitive, rules-based tasks of a human worker freeing up humans for higher level, higher value activities.

In traditional workflow automation tools, a software developer produces a list of actions to automate a task and interface to the back-end system using internal application programming interfaces (APIs) or dedicated scripting language. In contrast, RPA systems develop the action list by watching the user perform that task in the application's graphical user interface (GUI), and then perform the automation by repeating those tasks directly in the GUI. This can lower the barrier to use of automation in products that might not otherwise feature APIs for this purpose.

**Scope**

At a government-wide level, RPA can represent a profound change, with the potential to empower non-IT professionals and process owners with the tools to automate a significant share of their workload. RPA is considered transformative because it establishes the building blocks for artificial intelligence in terms of information technology infrastructure and task standardization. With effective RPA deployment, machine learning and intelligent automation are only a few, manageable steps away.

From a government-wide perspective, the impact of wide-scale RPA adoption is massive. If agencies deployed RPA to save all civilian employees just 20 hours a year, that would equate to roughly $3 billion in capacity created. Some RPA programs within the federal government have already achieved 5-6 hours of capacity per employee within their agency, indicating a modest and achievable goal. Within a few years of focused RPA deployment, the federal government could see substantial progress on many of the Administration’s management goals in both terms of greater efficiency and greater ability to focus on high priority initiatives.

**Objective**

The objective of the RPA Project Team is to aggregate and educate Government Agencies(federal, state and local), Accademia and Industry on the issues unique to Government regarding the adoption and roll-out of RPA and to explore solutions to those challenges. The RPA Project Team will help agencies understand how to use RPA as a standalone solution but also show how other digital labor can be integrated with RPA to create a digital workplace where humans and technology work best to make government better.

**Deliverables**

Possible deliverables include:

* Monthly webinar
* Whitepaper’s
* Training
* ATARC Labs: Technology environment to support RPA proof of concepts
* Monthly Office hours for RPA practitioners to ask any question on the adoption of RPA

**Cadence and Membership**

The cadence of the meeting will be every other week from 12:30pm E.T. to 1:00pm E.T. on Tuesday. The co-chairs (Bill Bunce (Industry Chair, Dirk E. Barrineau (Government Chair) will facilitate an environment to present new ideas and discussion topics. This environment will allow for questions to be asked and to find resolution in the ambiguity of RPA topics. A representative from ATARC will keep track of minutes/notes per meeting and make them available using the file sharing collaboration tool listed below.

**Members**

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| --- | --- | --- | --- |
| Name | Email | Agency/Industry | Responsibilities |
| Bill Bunce | william.bunce@automationanywhere.com | Industry | Industry Chair |
| Nicole Mandes | nmandes@atarc.org | ATARC | WG Manager |
| Dirk E. Barrineau | dirk.barrineau@va.gov | VA | Government Chair  |
| Carrie Lee | Carrie.Lee2@va.gov | VA | Member |
| Prakash Yarlagadda | prakash@node.digital | Industry | Member |
| Krista Kinnard | krista.kinnard@gsa.gov | GSA | Member |
| Jim Walker | Jim@uipath.com | Industry | Member |
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Additional rosters of sub-groups are located in the sub-group folders in Huddle repository.

**Rules of Engagement**

The Project Team rules of engagement are described as below:

* Meet bi-weekly
* For subgroups to work on specific topic areas to inform the broader group
* Follow the group’s ground rules developed in the charter
* Decisions are made by the co-chairs
* Meetings are nonattributive meetings to best ensure open and frank discussions

**File Sharing and Collaboration Tools**

Access to the ATARC Huddle Instance is managed by Kiersten Patton (kpatton@atarc.org ).

*Documentation Repository*

RPA Collaboration Folder: <https://atarc.huddle.com/workspace/927110/files/#/folder/2188277/list>

**Version Control**

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| Version | Date | Author | Description |
| 1.0 | 1/12/21 | Bill Bunce | Draft Charter |
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