

HOW TO MAKE A GREAT FIRST IMPRESSION

RPA SOLUTIONS ARCHITECT 90-DAY PLAN

Take your time to plan how you should approach your new role with a few helpful tips from Orchestrato

First 30 days

DISCOVER & ASSESS

- Understand the organisation's business processes, automation goals, and RPA ecosystem.
- Build relationships with stakeholders, developers, and business units.
- Identify automation opportunities and architectural gaps.

31 to 60 days

STRATEGISE & ALIGN

- Define a scalable, enterprise-grade RPA architecture.
- Align with business priorities and IT governance.
- Establish architectural principles and delivery frameworks.

61 to 90 days

DELIVER & OPTIMISE

- Begin executing the architectural roadmap.
- Deliver high-impact automation solutions.
- Establish governance and promote continuous improvement.



90-DAY PLAN CHECKLIST



ORCHESTRATO

First 30 days - Discover & Assess

- ☐ **Stakeholder Engagement:**
 - Meet with business leaders, process owners, IT, and RPA developers.
 - Understand strategic goals, current automation initiatives, and pain points.
- ☐ **Review the RPA Landscape:**
 - Assess the current RPA platform(s) in use (e.g., UiPath, Automation Anywhere, Blue Prism).
 - Review existing bots, workflows, infrastructure, and governance.
- ☐ **Evaluate Automation Maturity:**
 - Conduct a high-level assessment of automation maturity across departments.
 - Identify gaps in scalability, reusability, and security.
- ☐ **Quick Wins:**
 - Recommend improvements to existing bots or workflows.
 - Provide architectural guidance on performance, error handling, or exception management.
- ☐ **Build Trust:**
 - Be proactive, collaborative, and transparent.
 - Share early insights and demonstrate architectural leadership.

31 to 60 days - Strategise & Align

- ☐ **Define Architectural Vision:**
 - Create a high-level architecture blueprint for RPA, including orchestration, security, and monitoring.
 - Ensure alignment with enterprise architecture and digital transformation goals.
- ☐ **Assess & Prioritise Opportunities:**
 - Identify high-value automation candidates using criteria like ROI, complexity, and frequency.
 - Prioritise based on business impact and technical feasibility.
- ☐ **Develop a Roadmap:**
 - Create a 6–12 month automation roadmap with key initiatives and milestones.
 - Include platform enhancements, reusable components, and governance improvements.
- ☐ **Engage Stakeholders:**
 - Present the architectural vision and roadmap.
 - Facilitate alignment across business, IT, and automation teams.
- ☐ **Define Metrics:**
 - Establish KPIs such as bot uptime, automation ROI, error rates, and process cycle time reduction.
 - Set up dashboards or reports to track architectural and business impact.

61 to 90 days - Deliver & Optimise

- ☐ **Lead Solution Design:**
 - Architect scalable, secure, and maintainable automation solutions.
 - Review and approve solution designs, ensuring alignment with architectural standards.
- ☐ **Support Delivery Teams:**
 - Provide guidance to RPA developers and business analysts.
 - Ensure architectural decisions are implemented correctly & consistently.
- ☐ **Communicate Progress:**
 - Share updates with stakeholders and highlight automation wins.
 - Document and socialise architectural patterns and decisions.
- ☐ **Establish Governance:**
 - Define architecture review processes, design standards, and reusability frameworks.
 - Set up a Centre of Excellence or Automation Review Board if needed.
- ☐ **Promote Best Practices:**
 - Champion the use of reusable components, modular design, & exception handling.
 - Encourage innovation and experimentation within architectural guardrails.

