

RPA Fundamentals (RPA-FC)

Syllabus

Our goal at CertMind is to certify the skills of professionals who perform in the context of Technology. To achieve this, we seek to ensure that professionals demonstrate their skills and knowledge by applying an International Certification Exam.

Professional Profile at RPA Fundamentals

L to Professional **Certification in RPA Fundamentals** states that the professional has: (1) To practical understanding of the basic Concepts and terminology of RPA, (2) the knowledge for Basic design and application in *UiPath* and *Automation Anywhere*, (3) an overview to plan and execute an RPA project in an organization, considering the possibilities, aspects to be evaluated and best practices.

Who should take this test?

This exam is ideal for individuals or teams interested in learning the basics of organizational process automation through RPA.

Roles such as: Technology personnel, process engineers, industrial engineers, operations managers, or project managers and leaders

Certification Exam Format

- **Type:** 40-question exam, multiple choice and one answer.
- **Running time:** 60 minutes.
- **Minimum note to approve:** 28/40 or 70%.
- **Additional time:** If the professional does not present the exam in their native language, they will have an additional 15 minutes and is also allowed to use a dictionary.
- **Pre-requirements:** It is highly recommended that the professional attend formal training at RPA Fundamentals and be familiar with the basics described in this document.
- **Supervision:** Yes.
- **Open book:** No.
- **Modality:** Available online only.
- **Renewal of certification:** Yes. 15 PUC's (Professional Update Credits) is required every 3 years for certification renewal.

In order to ensure that the professional has the minimum skills and knowledge that can be applied in a real environment, the review addresses the following topics:

Module 1: Discover RPA

This module will address the main questions for understanding the concept and usefulness of RPA.

- 1.1. What is RPA?
- 1.2. Why use RPA?
- 1.3. What should be automated?
- 1.4. What can be automated?
- 1.5. What RPA tools are there?
- 1.6. Identifying types of automation
- 1.7. Benefits of RPA
- 1.8. RPA Limitations
- 1.9. RPA Lifecycle

Module 2: Select Candidates to Automate

This module describes the aspects to consider and evaluate for selecting Candidates to Automate using RPA

- 2.1 High-level benefit analysis
- 2.2 Prioritize RPA candidates
- 2.3 Evaluate candidate processes
- 2.4 Determine the necessary resources
- 2.5 Feasibility analysis
- 2.6 Define metrics
- 2.7 Calculate complexity

Module 3: Intro to UiPath

In this module, a brief introduction is made to the main functions and commands of UiPath

- 3.1 Knowing UiPath Community Edition
- 3.2 About UiPath (Studio, Robot, Orchestrator)
- 3.3 Learn UiPath Studio
- 3.4 Task recorder
- 3.5 Flowcharts and Sequences
- 3.6 Modeling processes with UiPath

Module 4: Introduction to Automation Anywhere

In this module, a brief introduction is made to the main functions and commands of Automation Anywhere

- 4.1 What is AAE Client?
- 4.2 Recorders in AA: Smart, Sbelieve and Web Recorder
- 4.3 AA work bank
- 4.4 Cycle commands in AA
- 4.5 IF-ELSE command in AA
- 4.6 Email Commands in AA
- 4.7 MetaBots

Module 5: Managing an RPA project

This module describes the steps, practices and possibilities for managing an RPA project

- 5.1 Planning
- 5.2 Process automation plan
- 5.3 Determining savings and costs
- 5.4 Calculate ROI
- 5.5 Centres of Excellence
- 5.6 Roles: Business Analyst, Developer, RPA Solution Architect, RPA Supervisor
- 5.7 Following Best Development Practices
- 5.8 How to evaluate suppliers?
- 5.9 Applying Scrum to RPA
- 5.10 Applying Lean and Six Sigma to RPA

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