Agency Automation Technical Details Checklist

This checklist outlines essential steps for the success of an agency's automation project, acknowledging that each project's specifics may vary.

Contact the WaTech Support Center to schedule an operational consultation.

- Submit a ticket through our Customer Portal.
- Phone: 360.586.1000 or 1.855.WaTech1 (1.855.928.3241)
- Email: support@watech.wa.gov

If you have questions, please contact automation@watech.wa.gov.

1	**Identify Automation Project Dependencies** Recognizing what an automation project depends on is crucial for its success. These dependencies might be within another part of the agency or with a different agency. If the project depends on another agency and needs a Data Sharing Agreement (DSA) or a Memorandum of Understanding (MOU), the agency must draft and negotiate these documents. Additionally, some agencies might need a DSA with the Systems Integrator they choose, and it's also their responsibility to handle this. Note: WaTech holds master contracts with UiPath and all Systems Integrators, featuring an addendum with a Data Sharing Agreement to reduce the need for separate DSAs.
2	It is highly recommended that agencies engage with the Union to discuss the implications and plans of the automation project.
3	**Financial Preparation** ○ **Funding:** Verify the availability of sufficient funds with your Finance department, covering project costs and ongoing expenses such as UiPath licenses, System Integrator maintenance and support, VM server(s), and WaTech service fees. Utilize the Enterprise Automation Service Cost Analysis tool for this purpose. ○ **Agency Billing Code:** Provide your designated billing code for the automation service to WaTech at automation@watech.wa.gov. If uncertain, seek assistance from your Finance team.
4	**Assignment of Agency Staff** ○ Agencies are encouraged to assign an IT staff member as the point of contact for their automation projects. Tasks include creating AD accounts, creating Azure groups, and providing System Integrator's staff and bots access to automation VM server. ○ Agencies are encouraged to assign a project manager to their automation projects. System Integrators assign 1-2 PMs and 1-2 Business Analysts to identify and coordinate project tasks, however they cannot do the corresponding work internally at the agency.
5	**Virtual Machine (VM) Server in the WA Cloud** Agency will need to get at least one VM server from the WA Cloud for the UiPath Unattended robot and for the Systems Integrator Developer. Requirements: