

Procurement Robotic Process Automation Working Group Charter

1. ESTABLISHMENT

This charter establishes the Robotic Process Automation (RPA) Working Group as a committee under the Procurement Business Operations Requirements Group (PBORG) consisting of representatives of the Military Departments and Defense Agencies within the DoD Procurement Community.

2. PURPOSE

The Procurement RPA Working Group shall govern the process of identifying and automating labor intensive, repetitive activities across multiple Department of Defense (DoD) systems and interfaces by training and/or programming third-party software to replicate a user's workflow. The primary intent is to achieve efficient and effective operations through the use of RPA, avoid duplication of efforts, combine RPA with other advanced technologies, and employ a cost-effective way to develop enterprise-wide automations for the benefit of the DoD Procurement community.

The Procurement RPA Working Group is responsible for identifying, evaluating, and providing information regarding opportunities to automate processes across the DoD in order to:

- Institute a forum for collaboration around enterprise-wide RPA development within the Procurement Community.
- Provide greater visibility of RPA efforts across the Department and avoid duplication of efforts.
- Document best practices for RPA development and adoption to enable RPA efforts to be executed in a more efficient, effective, and secure manner.
- Create and provide meaningful metrics to evaluate the effectiveness of RPA efforts.
- Strategically consider advanced technology options for intelligent automation efforts to identify a solution that best aligns with long-term operational needs.

3. AUTHORITY

The Director of Contracting eBusiness (CeB), Defense Pricing & Contracting (DPC), as the chair of the PBORG, authorizes the establishment of the Procurement RPA Working Group. The Procurement RPA Working Group will leverage recommendations from the PBORG, as well as established Operational Requirements Committees (ORCs), Joint Requirements Boards (JRBs) and Change Control Boards (CCBs) for federal and DoD enterprise procurement-related capabilities.

4. BACKGROUND

RPA is technology built using Commercial-Off-the-Shelf (COTS) software that can be used to automate repeatable, rules-based tasks. RPA can be rapidly developed, tested, and deployed to emulate human actions, thus drastically reducing an organization's low-value, high-volume workload and making personnel available for more strategic tasks. Common uses of RPA include data entry, data reconciliation, spreadsheet manipulation, systems integration, automated data reporting, analytics, customer outreach and communications. RPA can also be deployed to increase quality, reduce human error, increase compliance, and add new services to an organization's portfolio.

Collaboration across the Department can help accelerate RPA adoption and create efficiencies, as DoD Components have the potential to face similar implementation challenges in a vacuum. The RPA Working Group will provide a forum for knowledge-sharing, documentation standardization, and enterprise-wide governance as well as avoid the duplication of efforts, ultimately saving time and costs.

5. OBJECTIVE AND SCOPE

The objectives of the Procurement RPA Working Group are to:

1. Create a forum for sharing ideas, best practices, and challenges for RPA development and sustainment.
2. Develop and champion adoption of enterprise-wide RPA solutions to maximize efficient business operations within the DoD Procurement Community and avoid duplication of effort.
3. Assist in easing and removing barriers to entry for RPA implementations within the Department.

The Procurement RPA Working Group is the enterprise body responsible for the evaluation and strategic implementation of RPA in the DoD Procurement Community. It acts as a collaborative forum for ideation, discussion, implementation, and evaluation of future enterprise-wide RPA capabilities.

6. MEMBERSHIP

The membership of the Procurement RPA Working Group consists of representatives from each of the organizations identified below. The primary and alternate voting members will be the Procurement Business Operations Requirements Group (PBORG) members, and the PBORG members will also appoint working-level automation team members to participate in RPA Working Group meetings. Voting members will notify the Procurement RPA Working Group meeting coordinator in writing to indicate changes to their designated primary and alternate voting members. The designated voting members should be delegated full authority to represent their organizations should voting take place during the meeting. In the absence of the primary member, the alternate member should have full authority to act on behalf of the represented components. The Procurement RPA Working Group will review and recommend enterprise-wide RPA initiatives, establish priorities, and share best practices.

The Procurement RPA Working Group composition includes PBORG voting members and their working-level automation appointees who will represent the following organizations:

1. Procurement RPA Working Group Chairperson (DPC/CeB)
2. Department of the Army
3. Department of the Navy
4. Department of the Air Force
5. Other Defense Agencies (4th Estate)

The Procurement RPA Working Group will also include advisors as needed. Those Advisors may include but are not limited to non-voting members from the organizations below:

- Defense Logistics Agency J6 (DLA Information Operations)
- Defense Contract Management Agency

7. RESPONSIBILITIES

The Chair is the principal executive officer with the authority to:

1. Convene and preside over the Procurement RPA Working Group as necessary, and designate meeting agendas, times, and locations.
2. Establish rules related to administrative or procedural matters relating to Procurement RPA Working Group operations.
3. Review and distribute findings from the meetings and solicit feedback from membership on ideas proposed in the working group.
4. Encourage conversation and participation from all members of the working group.

In the absence of the Chairperson, a designated alternate Chairperson operates with full authority as provided by the charter. The Procurement RPA Working Group Chairperson will schedule meetings once per quarter.

The Procurement RPA Working Group members will discuss and provide feedback on agenda items that are presented at each meeting and act as voting members (where applicable). The Procurement RPA Working Group members will also act as advisors by representing their respective component's position, and present updates, best practices, and challenges related to RPA efforts within their Service or Agency.

Procurement RPA Working Group member responsibilities:

1. Review and evaluate the agenda items prior to each meeting.
2. Attend Procurement RPA Working Group meetings or send a designated alternate.
3. Compile and present RPA updates from their respective organizations during the meetings.
4. Actively engage, discuss, and share relevant knowledge during Procurement RPA Working Group meetings.
5. Provide feedback on agenda items after the meeting to foster continuous improvement.
6. Ensure that any action items assigned are completed by established deadlines.

The meeting coordinator will:

1. Perform administrative functions of the Procurement RPA Working Group including preparation and distribution of the agenda for Procurement RPA Working Group meetings.
2. Notify Procurement RPA Working Group members of the time and place of meetings.
3. Provide proper dissemination of Procurement RPA Working Group memorandums, slides, and materials.
4. Compile any material provided by Procurement RPA Working Group members ahead of the meeting.
5. Record minutes at each meeting to capture decisions and action items.

8. MEETINGS:

The RPA Working Group Chairperson will schedule Procurement RPA Working Group meetings once per quarter. Any additional meetings will be on an “as required” basis. The meeting coordinator will send out the agenda and slides ahead of the meeting time for members to review.

With approval of the Procurement RPA Working Group Chairperson, functional and technical advisors from the DoD as well as from external sources may be invited to participate in Procurement RPA Working Group meetings in order to provide specialized advice. The Procurement RPA Working Group meeting coordinator will provide these advisors background information in advance of the Procurement RPA Working Group meeting.

11. APPROVAL:

Ms. J. Lisa Romney
Director, Contracting eBusiness
Defense Pricing and Contracting