

AUTOMATIONS

Automated kit: time, processes and integrations

Estimated time lost, opportunity score, process canvas and sample library.

HOW TO USE IT

Fill in the boxes, keep a record of the data used and choose one priority per cycle. Use the scores to prioritise the work, not as a promise of results.

e-roe.it/en/resources

01 / Lost time and opportunity

Activity Minutes Volte / month Hours / month Errors

Data copy

Send confirmation

Create reminders

Update sheets

Prepare reports

STIMA Monthly hours = minutes × frequency / 60. Multiply for full time cost, then add the cost of observed errors.

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02 / Automation Opportunity Score

Criteria 1 3 5

Rare weekly daily frequency

Variable rules quite clear always equal

Structured partial disorders

Low manageable high risk

Time < 1 hour/month 2-5 hours >5 hours

LETTURE 18-25: good candidate. 12-17: first standardize. Under 12: probably not the priority.

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03 / Canvas Process

☐ Safe start-up event ☐ Minimum data available

☐ Verified rule ☐ Notified error

☐ Consultable log ☐ Reversible output

Passage Input Rule Exit Exception Responsible

1

2

3

4

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04 / 50 ideas, sorted by system

Examples

Contacts assign, confirm, enrich, deduplicate, remember

Sales qualification, quote, signature, follow-up, task

E-commerce order, stocks, returns, review, repurchase

Contents briefs, approval, publication, archive, reports

Bill administration, expiry, reminder, reconciliation, notice

Ticket, priority, response, escalation, satisfaction

Team onboarding, checklists, turns, holidays, reports

Data matters, clean, compare, report, archive

Segment marketing, sends, attributes, supports, measurement

Local booking, confirmation, remember, review, return

PASSO Store this document as a baseline. Repeat the evaluation in 30 days and compare only

SUCCESSIVO data collected by the same method.

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