Robotic Process Automation

Session No#	Session mode	Session Type	Week - Day No. #	Duration Hrs
1	EL-Async	**IU 1: Introduction to Power Automate** 1. Instructional contents (text) • Explore Microsoft Power Platform • Describe the business value of the Power Platform • Getting Started with Power Automate Templates • Introducing Power Automate • Components of a cloud flow • Build a basic Power Automate cloud flow • Build a cloud flow with Copilot **IU2: Microsoft Dataverse** 1. Instructional Contents • Environments in Microsoft Dataverse • Exploring the Dataverse Interface and Creating Basic Tables • Dataverse Table Characteristics • Dataverse Table Relationships • Tables and table types in Dataverse • Add Columns to a view in Microsoft Dataverse Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the Mentor-Copilot. Learners are required to complete formative assessments (MCQs, short-answer questions, etc.) and achieve 100% competency before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and secure 100% competency in each formative assessment. This process must be repeated until full competency is achieved.	Before Sync session	6
2	FC -Sync	**IU1: Understand business value of Power Platform, explore Power Automate Core Components and build your 1st Cloud Flow,** This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	1-1	3

3	AS -Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 1: Develop a single-level approval workflow to automate request submissions, approval decisions and notifications.** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	1-2	3
4	FC- Sync	**IU2: Dynamic Decision-Making in Power Automate Workflows,Conditional and Controls.** This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	1-3	3
5	AS -Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 2: Develop a conditional approval workflow, implement amount-based routing, and sequential multi-level approvals.** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries	2-4	3

		• The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement		
6	FC- Sync	**IU3: PowerAutoamte Expressions and Customized Adaptive Cards with JSON** This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	1-3	3
7	AS -Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 3: Enhance the workflow using Power Automate expressions and customised Adaptive Cards for Microsoft Teams notifications.** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	2-4	3
6	EL-Async	**IU3: Introduction to Power Apps** 1. Instructional contents (text) •Introduction to Power Apps •Start Power Apps •Power Apps data source •Designing a Power Apps app •Use Power Apps with Power Automate and Power BI	Before the sync session	6

		•Work with external data in a Power Apps canvas app **IU4: Microsoft Power Pages** 1. Instructional contents (text) •Power Introduction to Power Pages •Get started with Power Pages •Dynamics 365 templates •Core components •Tryout Power Pages Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the Mentor-Copilot. Learners are required to complete formative assessments (MCQs, short-answer questions, etc.) and achieve 100% competency before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and secure 100% competency in each formative assessment. This process must be repeated until full competency is achieved.		
7	FC- Sync	**IU4: Introduction to Dataverse** **IU5: Introduction to Canvas apps and its components (Gallery, Collections and Forms)** This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	2-5	3
8	AS- Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 4: Design and build a canvas app from an existing data source (excel, sharepoint list)** (Refer details of this assignment in the assignment brief document)	2-6	3

		The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement		
10	AS -Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 5: Create a Dataverse Table and build a canvas app from a Dataverse and Sharepoint List.** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	3-8	3
12	PM- Sync	During this session Mentor will explain the Project Brief, tasks to be completed. Learners will start doing the project and seek the support from the mentor During this self paced session, Learners will start completing the project tasks If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	4-10	3
13	PI-Async	During this self-paced session, Learners will start completing the project tasks If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may	Before the sync session	4

		post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.		
16	PM-Sync	During this session, the Mentor will review the tasks completed and explain tasks to be completed. Learners will continue doing the project and seek the support from the mentor	4-11	3
18	PI-Async	During this self-paced session, Learners will start completing the project tasks If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved	Before assessment	4
17	PM-Sync	During this session, the Mentor will review the tasks completed and explain tasks to be completed. Learners will continue doing the project and seek the support from the mentor	4-12	3
18	PI-Async	During this self-paced session, Learners will start completing the project tasks If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved	Before assessment	4
19	SA-Sync	Summative Assessment (Per learner) Project Presentation Oral Questioning	4-13	30 min

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