

The Automation Readiness Checklist

15 questions to find your quick wins - from CodeBytes Solutions Ltd

- ☐ 1. Do staff re-key the same data into several systems?
- ☐ 2. Do approvals take days because people are chased by email?
- ☐ 3. Are expense claims lost, late or missing receipts?
- ☐ 4. Is there no single source of truth for leave balances?
- ☐ 5. Are meeting rooms double-booked or sitting empty?
- ☐ 6. Do IT requests arrive by phone, WhatsApp and email?
- ☐ 7. Is onboarding a pile of forms and follow-up emails?
- ☐ 8. Do visitors still sign a paper register at reception?
- ☐ 9. Is purchase approval a black box until the invoice lands?
- ☐ 10. Are project hours tracked in spreadsheets nobody trusts?
- ☐ 11. Does staff clearance drag on for weeks after resignation?
- ☐ 12. Do managers get reports only after someone compiles them?
- ☐ 13. Is there no audit trail when a process goes wrong?
- ☐ 14. Do you re-train staff because the process keeps changing?
- ☐ 15. Would four-hour approvals change how your week goes?

Count your "yes" answers:

5+ means manual work is costing you money every week. Book a free assessment and we will show you the numbers.