

# AUTOMATION PROJECT

EXAMPLE

**Project Name:** Automated Spend Monitoring and Procurement Compliance

**Service Area:** Procurement, Finance, Corporate Resources

## Project Overview

This project strengthens procurement governance by introducing automated spend monitoring and contract threshold alerts. It reduces reliance on manual reviews and improves visibility of off contract spend.

## Scope

- Review procurement workflows
- Integrate finance data into automated reports
- Build exception alerts for policy breaches
- Ensure transparency and documentation
- Provide training to budget managers

## Success Metrics

- Reduction in off contract spend
- Clear audit trail for external audit
- Reduced manual reconciliation work
- Measurable time savings across finance team
- Faster identification of procurement breaches

## Objectives

- Map current procurement and approval processes
- Introduce automated spend threshold alerts
- Create live dashboards for budget holders
- Flag potential non compliant purchasing
- Strengthen reporting for audit committee

## Key Stakeholders

- ✓ Finance Director
- ✓ Internal Audit
- ✓ Procurement Team
- ✓ Service Budget Holders

## Target Audience

Finance and procurement teams responsible for public spending and Best Value compliance.

## Project Outcome

Stronger financial governance  
Improved compliance with procurement rules  
Better audit readiness  
Reduced financial risk  
Improved value for money