

## **B.O.T.S.A.F.E. Bot Design Canvas**

Use Case: Month-End Variance Commentary Agent

### **B – Business Goal**

Primary Goal:

- Reduce month-end variance commentary drafting time from ~90 minutes per business unit to ~10 minutes.

Business Outcomes:

- Faster close cycle with commentary ready by Day 2.
- More consistent, standardized narratives across business units.
- Reduced analyst rework and manager review cycles.

### **O – Owner & Users**

Bot Owner:

- FP&A Manager (accountable for accuracy and outcomes).

Primary Users:

- FP&A Analysts responsible for business unit commentary.

Stakeholders:

- Controller
- CFO
- Business Unit Leaders

### **T – Triggers**

Primary Trigger:

- Automatically runs on Day 2 of close at 10:00 AM after actuals are confirmed loaded.

Secondary Triggers:

- Manual re-run by analyst if updated data is posted.
- Manual re-run if prior run failed validation checks.

Trigger Guardrail:

- Bot will not run if source data timestamp is not current.

### **S – Steps**

Process Steps:

1. Pull standardized Actuals, Budget, and Prior Year data.
2. Calculate absolute and percentage variances.
3. Apply materiality thresholds to identify key variances.
4. Draft variance narratives using approved structure and tone.
5. Format outputs for Word, PowerPoint, and email.
6. Route draft output to analyst for review.

### **A – Acceptance Criteria**

Numeric Validation:

- Variances must tie to source data.

- Totals must reconcile to official reports.
- Materiality thresholds applied consistently.

#### Narrative Rules:

- No new numbers introduced.
- No speculation or unsupported drivers.
- Maximum of three drivers per variance.
- Use approved terminology and tone.

#### Formatting:

- Standard paragraph structure.
- Consistent units, rounding, and labeling.

### **F – Failure & Fallback**

#### Failure Conditions:

- Data missing or incomplete.
- Reconciliation checks fail.
- Materiality logic errors detected.

#### Fallback Actions:

- Stop automated drafting.
- Flag exception and notify analyst.
- Output marked as 'Draft – Review Required'.

#### Rollback:

- Re-run bot after data or logic correction.
- Maintain version history for all runs.

### **E – Evidence & Metrics**

#### Operational Metrics:

- Time saved per business unit.
- SLA hit rate for commentary delivery.
- Rework and edit percentage.
- Exception rate per close cycle.

#### Audit Evidence:

- Timestamped run logs.
- Data version references.
- Prompt and logic versioning.
- Approval and sign-off records.