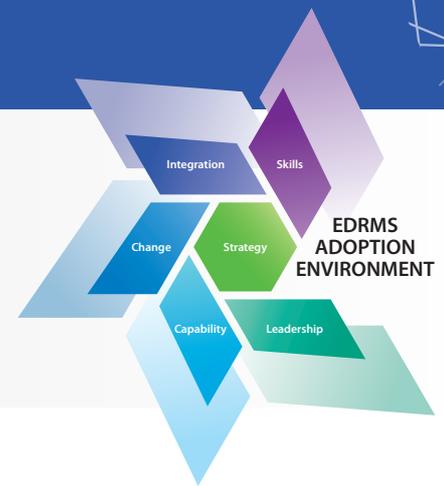


# How do we achieve fully digital recordkeeping?

## **BUSINESS IMPROVEMENT ANALYSIS** Transforming business process efficiency



Streamlining information flow provides the basis for dramatically improving business efficiency. Transforming your record keeping from a hybrid of manual and digital processes to fully digital unlocks process efficiencies by eliminating or automating steps and improves management of processes through audit trails and reporting. The transformation to born digital records required to capture these benefits requires a change in user behaviours as well as processes.

We understand the combination of information flow, EDRMS features and human behaviour necessary to transform the efficiency of your business processes. We use a phased approach of business process re-engineering to bring about improvements without interrupting your business. We empower your staff to sustain improvements and continue to drive improvements in the future by equipping them with tools and the necessary thinking skills. We increase the value of records and information management to the business.

# BUSINESS IMPROVEMENT ANALYSIS

## Transforming business process efficiency

### What is it?

A business improvement analysis identifies the key processes that will benefit from integrating the functionality of the EDRMS into the process. It provides you with a strategic approach for achieving fully digital information management, including phases of implementation based on changing behaviour to achieve active support from managers and staff.

### How do we go about it?

We identify processes that can benefit from a digital approach to document and information management and assess the operational priority for achieving this, taking business risk, efficiency outcomes and ease of change into account. We capture information across the business through interviews with records team and the business, and surveys. At this stage we also identify any gaps in Records team or End User skills, training content, and EDRMS functionality which are required to realise the business improvement potential. We provide you with a report outlining key processes and a strategic, achievable plan by which your organisation can achieve digital record keeping.

### How does it add value?

Business improvement strategies we develop save information processing time, reduce processing cost, reduce or eliminate processing errors and improve security and reliability. The reductions in cost and cycle time combined with improved reliability of many processes opens up commercial opportunities previously unavailable and opportunities in contractual relationships to improve service and reduce cost.

Our strategies are implemented without overwhelming the business and distracting them from business-as-

usual by using a tried and tested phased approach that puts at the forefront your unique business and recordkeeping environment.

### How do I choose the package?

If you are confident you have a good appreciation of processes within your business, can provide data on volumes of current physical and electronic records, and aware of where poor information management is negatively impacting the business, and are comfortable in determining the costs of implementing the strategy provided and presenting that to senior management, then chose the \$10,000 package. If you want assistance to cost implementation of the strategy and deliver the findings to senior management then the \$20,000 package is for you.

Business Improvement package	\$10,000	\$20,000
Historical review	Y	Y
Comprehensive business, IT and Records team interviews	Y	Y
Stakeholder management workshop	Y	Y
Change management strategy report	Y	Y
Engagement strategy workshop	Y	Y
Engagement plan		Y
Risk management workshop		Y
Senior Management Team presentation		Y
<b>Total days</b>	<b>6</b>	<b>12</b>

All prices GST inclusive. Travel and accommodation included. Conditions may apply.

## Call us to discuss your needs



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