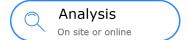
Our approach







Our activities





- Clarification of the scope of the project
- Projectscheduling with resources and milestones
- Analysis of the documents to be archived
- Specific requirements for audit-proof archiving
- Legal and regulatory requirements

- Implementation of the archiving solution
- Implementing the defined interfaces
- Creating the file planSystem test
- Test phase and quality control

- Training and change management for the (new) archive solution for power users
- tarting the system
- Project completion
- Migration of old documents (if required)
- Updating the system as required to take account of new technological developments or legal changes
- Support audits (if required)
- Preparation of a report on the compliance of the system
- Annual/monthly measurement

Your involvement

- Schedule employees and, if necessary, IT partners for interviews
- Compiling the document list
- Workflows
- Migration
- Providing system access to documents
- Collaboration in the definition of archiving deadlines

- Assistance with system integration
- Support during the test phase
- User documentation
- Training documents

- Communicating the new solution including processes
- Resource planning with regard to employee training
- Active use of the solution
- Training of employees

 Conducting regular audits to ensure that the system continues to meet requirements