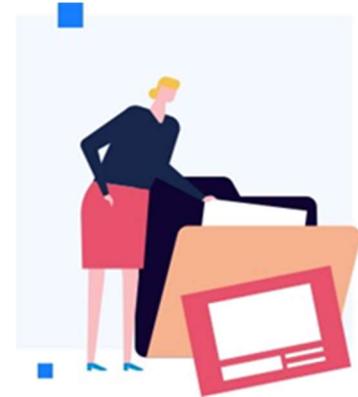


Kick-start your document management process

WHAT

Do you want effective document management, are you looking for an intranet or would you like to find information quickly on a central platform?

During this concept study with a focus on SharePoint, ConXioN has a thorough conversation with your project team, which usually consists of managers and key employees. We start off with an **inspiration session** where we show the most important possibilities of Microsoft OneDrive, SharePoint and Teams in terms of document management.



After that, our consultants determine the current situation (AS IS) for each type of end user. We put our heads together about how it can be optimized and analyze the existing data, document types and structure, how files are shared, where they are stored ...

The desired future situation (TO BE) is also extensively analyzed. What does the desired structure look like, which rights should people have, how do your employees prefer to search for information? Are there existing templates? Is there a need for other software integrations? Of course, we also pay a lot of attention to **security**. For this analysis of the AS IS and TO BE situations, we map out both the strategic vision as well as the **functional needs** to get a clear view of the organization and the process. In addition, we also carry out a **technical analysis**: which solution matches the overall picture and your expectations best?

Key points



Analysis of the AS IS/TO BE situations



Detailed document management process



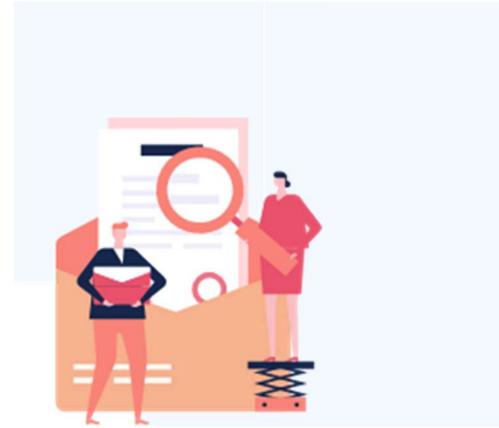
Functional, technical and organizational



For every type of end user

WHY

Usually, the best technical solution or a ready-made solution is not enough. As an employee and as an organization, you also need a **solution that fits like a glove**. That is why, from the onset, we focus on the **end user** and on **change management**: a solution the end user does not use is just a waste of your time and money.

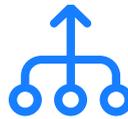


Hence the **importance** of this concept study. The thorough preliminary investigation prevents bad investments, and the result makes it possible to make the right decision.

5 benefits



Tailor-made solution



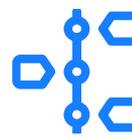
Focus on the end user



Control over budget



Detailed assessment

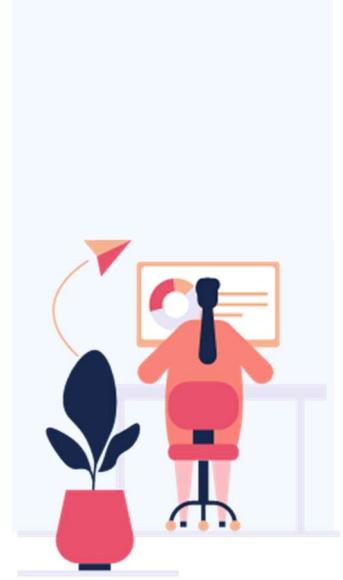


Clear roadmap

HOW

During the concept study , we will investigate how to close the gap between the AS IS and the TO BE situations. We propose a fitting functional and technical solution, including a **detailed quote** and **roadmap**.

We take as much account as possible of the end users and their possible resistance to the proposed changes. That is why this concept study also includes an **adoption workshop** in which we discuss how the communication, documentation, training and support of the end users is best done in your organization. This adoption plan is also included in our proposal.



Deliverables



Analysis of the AS IS situation



**Analysis of the TO BE situation /
Governance workshop SharePoint**



Adoption workshop



**Inspire session OneDrive, SharePoint,
Teams or Adapt session SharePoint**



**Quote with a description of the concrete
solution, including pricing and timing
based on the concept study**



Adoption plan

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