

Case Study: Document Management Program Initiative



**DISTINCT
PARADIGM**

STRATEGIC SOLUTIONS, SEAMLESS EXECUTION

Objective:

Execute initiatives to establish and uphold policies, procedures, and technological infrastructure that facilitate an environment conducive to managing the entire information life cycle for a commercial healthcare company. This encompassed overseeing a range of projects such as data archiving, automating contracts, migrating to SharePoint, cleansing data, and setting up an information governance team.

Key Activities:

Directed data archival projects spanning various data types.

- Conducted comprehensive assessments of existing data across the organization to identify data types, sources, and storage locations.
- Developed and implemented strategies for archiving data based on regulatory requirements, data retention policies, and business needs.
- Oversaw the execution of archival processes, including data categorization, migration to archival systems, and validation of data integrity.
- Ensured compliance with data privacy and security regulations throughout the archival process, including data encryption and access controls.

Supervised the contract automation initiative.

- Collaborated with stakeholders to identify manual contract management processes and areas for automation.
- Conducted a thorough analysis of existing contract management workflows to identify inefficiencies and bottlenecks.
- Led the selection and implementation of contract management software or tools to automate contract creation, review, approval, and tracking processes.
- Provided training and support to end-users to ensure successful adoption of automated contract management systems.

Headed the SharePoint migration and data cleanup efforts.

- Conducted a detailed inventory of existing SharePoint sites, document libraries, and content repositories.
- Developed a migration plan outlining the migration strategy, timeline, roles, and responsibilities.
- Oversaw the migration process, including data mapping, content restructuring, metadata management, and user permissions migration.
- Implemented data cleanup activities to remove redundant, outdated, or trivial (ROT) data, ensuring a streamlined and organized SharePoint environment.

Contributed to the establishment of an information governance team.

- Participated in the development of an information governance framework, including policies, procedures, and guidelines for managing information assets.
- Collaborated with stakeholders from various departments to define roles and responsibilities within the information governance team.
- Assisted in the selection and implementation of technology solutions to support information governance activities, such as data classification tools and document management systems.
- Facilitated communication and collaboration among team members to ensure alignment with organizational goals and objectives.

Benefits:

- Increased efficiency in data management by implementing streamlined policies and procedures.
- Enhanced data security and compliance with regulatory requirements.
- Improved accessibility and usability of information with SharePoint migration and cleanup.
- Strengthened organizational governance and oversight through the establishment of an information governance team.