Our approach

Planning	Analysis	Implementation	Go-Live	RUN
	On site or online	On site or online	On site or online	

Our activities

▪ Clarification of the scope of the project	▪ Analysis of the documents to be archived	▪ Implementation of the archiving solution	▪ Training and change management for the (new) archive solution for power users	▪ Updating the system as required to take account of new technological developments or legal changes
▪ Projectscheduling with resources and milestones	▪ Specific requirements for audit-proof archiving	▪ Implementing the defined interfaces	▪ tarting the system	▪ Support audits (if required)
	▪ Legal and regulatory requirements	▪ Creating the file planSystem test	▪ Project completion	▪ Preparation of a report on the compliance of the system
		▪ Test phase and quality control	▪ Migration of old documents (if required)	▪ Annual/monthly measurement

Your involvement

▪ Schedule employees and, if necessary, IT partners for interviews	▪ Compiling the document list	▪ Assistance with system integration	▪ Communicating the new solution including processes	▪ Conducting regular audits to ensure that the system continues to meet requirements
	▪ Workflows	▪ Support during the test phase	▪ Resource planning with regard to employee training	
	▪ Migration	▪ User documentation	▪ Active use of the solution	
	▪ Providing system access to documents	▪ Training documents	▪ Training of employees	
	▪ Collaboration in the definition of archiving deadlines			