



Can't Locate File or Paperwork



Symptoms (Pain)

Causes (Diagnosis)

Best Practices and Recommendations

AWS Capabilities

- Excessive (non-billable) time searching for documents and files
- Don't have a standard checklist of what is required for the task
- Delays in processing/starting work

- No process in place to ensure that documents are scanned into the correct folder
- No document management system
- No way to know that all information is received & work can begin

- Utilize a temporary, physical filing system
- Track a required document list for tasks
- Implement a DMS (3rd party application or formatted Windows Explorer approach

- Stores the link from a project/task to the client's electronic folder
- Notifies staff when all information has been received; & work can begin
- Integration with 3rd party DMS's are being developed

