

Transitioning Business Services to a Paperless Environment

21st century here we come...



Applied Learning Project

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Project Objective

- Streamline forms & procedures
 - Online forms
 - Shared drives



Purpose & Outcome

- Why
 - Lack of consistency
 - Tracking & accountability
 - Decrease department disruption
- Outcomes
 - Efficiency
 - Consistency
 - Accessibility



Fostering a Constructive Team Climate

- Identify key players (your team)
- First Meeting:
 - Communicated goal of the project (expected outcome)
 - Team members' expectations clarified
- Meet, listen, and create a shared vision
- Follow up/Follow through
 - Consider that what may seem as over communicating from your perspective may meet your teams minimum needs



Conflicts & Challenges

- View points & Visions
 - Streamlining forms
 - Shared drive/document access
- Technology barriers
- Integrating the old with the new




Academy Outcomes

- Know your strengths and weaknesses
- Know your team
- Communication is key
 - Knowledge is power
- Leader vs. Manager



Future Projects

- Simplify the project
- Best methods of communication
- Be openminded regarding changes to the plan

But what does it mean, exactly? 





Any
Questions