

Project Management Pack



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Project Management Pack is an extensive library of material used to help manage your projects from start to finish. Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.

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Executive Summary

The purpose of this document is to make the business case for the implementation and integration of a Records Management Program within Decker, Hubbard and Brown. The proposed Records Management Program supports the ownership committee's initiative to improve productivity by organizing the corporate documents and establishing the standards and controls to reliably archive and retrieve records as well as ensure compliance with external audits.

The Objective...

The business case is the outcome of the analysis of Decker, Hubbard and Brown's existing Records Management Program documented in the report "Records Management Program Analysis Document." This report details the business reasons for considering the changes and updates to Decker, Hubbard and Brown's Records Management Program.

- ◆ **Need #1:** Reduce the amount and storage of duplicate documents.
- ◆ **Need #2:** Reduce licensing and upgrade costs for multiple online document repositories.
- ◆ **Need #3:** Improve the ability to share documents with colleagues. Increase flexibility when accessing and using records, such as remote access and access outside normal hours, enabling staff to respond more effectively and quickly to business requirements.
- ◆ **Need #4:** Improve retention of institutional knowledge when staff leave or retire. Retain information and improve access to documents in paper and electronic filing systems.
- ◆ **Need #5:** More effective organizational planning through better management of and access to information.

The rest of the content has been removed from this sample. The entire 16 pages of the document are included in:

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This sample has been truncated to only show a portion of the content. The complete editable version of this document is included in Proposal Kit Professional at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>