Building a Better Workflow

A step-by-step guide to automating critical business processes

Step 1: Clearly understand your current process

Determine who is involved and interview them

Find out how they participate in the process, how long the process takes, and if they have identified how the process could be improved

Step 2: Map the workflow

Understand what resources are required at each step

Assess how much time is spent on each task

DID YOU KNOW
Workflow automation is scalable. You don't have to automate the entire process to see the benefits of automation.

Step 3: Evaluate your process

Identify what steps cause bottlenecks in your workflow

Seek out inefficiencies in your process, like multiple steps that cause delays, double data entry, and highly manual processes

Look for steps in the process that could be eliminated

Determine if technology could reduce the number of steps in the process
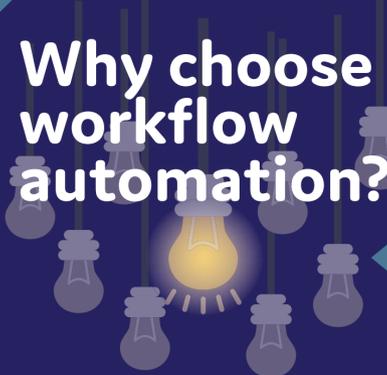
Step 4: Automate processes

We can help you automate your workflow

- **Approval workflows**
- **Routing**
- **Mobile forms**
- **Document generation**
- **Electronic signatures**

NINTEX

Why choose workflow automation?

Workflow automation helps you streamline your processes, integrate your content and drive collaboration between people. It's about improving processes – from the everyday to the elaborate – that are designed for your unique needs. It's about working with content no matter what or where it is, and routing it to the right recipients in the best, most intuitive and efficient way for them to use it and keep business moving.

Kiefer Consulting has deep expertise in helping clients automate workflow and improve business efficiency. Contact us and we can show you examples of how clients are using SharePoint and Nintex to automate processes, save time, and reduce costs.

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Click here to register for the free Kiefer webinar on January 31 : Uncovering the 4 benefits of an optimized business workflow!

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