

# Simplifying document management process through technology

*Client is a large non-profit organization dedicated to work towards the welfare and upliftment of societies. They are committed to protect human rights of the affected countries and their citizens of those affected regions.*

## Situation analysis

With thousands of employees and various representatives in different countries, many departments and sections, this organization constantly works on various documents used for military purposes. They used traditional methods to generate and review the content and used email for communication and collaboration for content revision.

The documents were created, maintained and distributed manually for a long time. This often resulted in draining out the resources and proved to be very time consuming and expensive. Furthermore, this method proved to be ineffective for easy and faster content management and collaboration.

To overcome these challenges, they desired for a platform that facilitates quick and easy collaboration to review the documents. To bring this vision into reality they partnered with e-Zest.

## Vision

The vision was to develop an application that streamlines and simplifies the process of creation, review and revision of documentation related to their business.

Client envisioned automating this process. The objective was to enhance the efficiency of their existing system through digital transformation.

To meet their vision, the client partnered with e-Zest as their transformation partner for migrating from their traditional methods to a digital platform.

## *Solution*

The e-Zest team understood client's challenges with their existing processes and went ahead with application development using SharePoint 2013 for their content management and document management portal.

Microsoft SharePoint was chosen as against other enterprise content and document management applications for its easy collaboration functionalities. SharePoint allows teams to access information and collaborate effectively which is one of the primary requirements of the client.

SharePoint 2013 comes with easy Document Management, File Sharing and Social features for effective collaboration. The search feature enables users to find information quickly with quick document previews. From business productivity perspective SharePoint 2013 benefits the site authors with advanced publishing features and Business Intelligence that allows business users to pull data from various sources in minutes.

SharePoint 2013 proved to be the best choice that overcomes the business as well as technical challenges and meets all the key requirements as specified by client.

## *Project Execution*

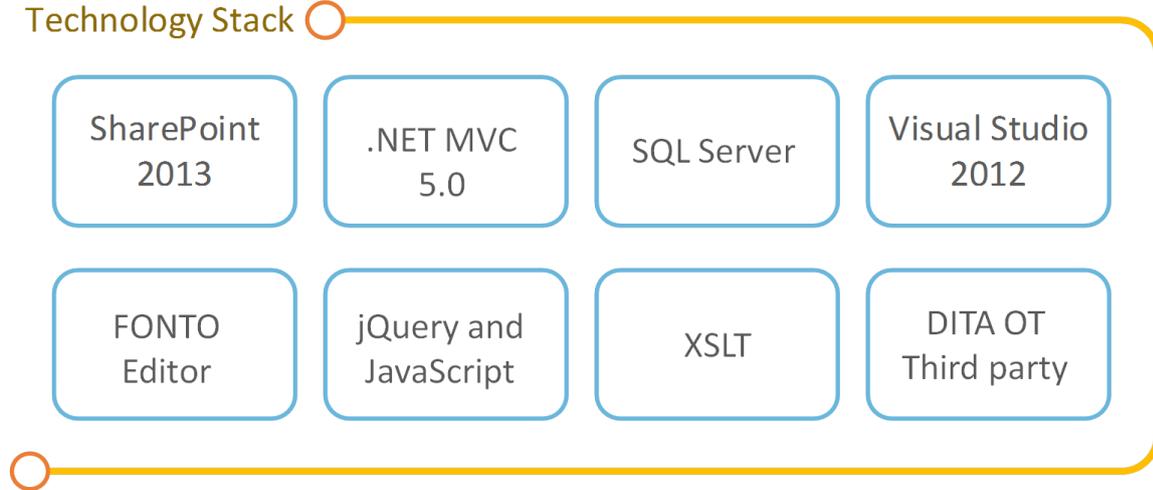
The team consisted of Onsite Coordinator, SharePoint Architect, SharePoint Developers, MVC Developers, Tester for testing the application at client's environment and UI/UX team for a creating a simple and intuitive application design for users.

The team employed Agile SCRUM Methodology for project execution consisting of the development with 4 week sprint cycle.

The team performed Function Testing, Non-Functional Testing and Integration Testing. We used Visual Studio for project requirement and change management and continuous delivery.

## Technology stack

### Technology Stack



## Benefits

- The application developed by e-Zest provided automation of content management process. From business perspective, this simplified the document management process saving a lot of time and cost for client.
- The application has made Creation, Revision, Review and Publishing very simple for the user significantly improving their business operations.
- The extra features such as report generation and commenting functionality gave insights on the number of users and document sharing on a specific time frame and also made collaboration easier which was very tedious with manual process.

## Conclusion

e-Zest successfully executed the portal which fulfilled all the business objectives of the client. This has positively impacted the client's business processes. The application also improved client's business processes by automated workflows.

e-Zest successfully implemented and enhanced the communication platform that achieves all the key priorities defined by the client. While our services have brought client delight, this project has made us win client's long-lasting trust and relationship.

e-Zest's Agile approach for fast and successful project delivery not only led to client satisfaction but also resulted in long term engagement with the client.