



INTRODUCING AN  
AFFORDABLE PROGRAM THAT  
ALLOWS YOU TO TAKE  
CONTROL OF ALL OF YOUR  
DOCUMENT MANAGEMENT  
REQUIREMENTS.

# FAST-TRACK DOCUMENT CONSULTING



23152 Verdugo Drive  
Suite 108

Laguna Hills, CA 92653

Phone: 800-258-1225

Fax: 949-829-9029

Email: [kfitzgerald@cynrede.com](mailto:kfitzgerald@cynrede.com)

Fast-Track Document Consulting is a new program from Cynrede that will assess your City's document management and imaging needs quickly and accurately. With Fast-Track Document Consulting, you will receive:

- Departmental and citywide needs assessment overview
- A departmental document appraisal survey including security
- Business process improvement evaluation including workflow and existing software integration
- A recommended Electronic Document Management and Backfile conversion plan
- A high level Return-on-Investment analysis

# FAST-TRACK DOCUMENT CONSULTING INCLUDES...

- **Three Days Onsite** - A senior consultant from Cynrede will work onsite with your city for three days. The schedule includes:
  - **Six departmental interviews** conducted with directors, department heads, and record administrators. Interview topics include document requirements, business processes, growth projections, document research requirements, and ways to improve public access of documents.
  - **A departmental survey of documents** will be conducted in order to estimate their quantity and determine their organization. Security of the documents will be assessed.
  - **An examination of your city's computer infrastructure**, including existing and planned application software, is performed. This review is conducted with the cooperation of your Information Technology group.
  - **A review of existing records and document managements systems** will be performed in order to assess the requirements for integrating all of your city's document management requirements into one integrated system.
- **Results** - The facts and findings of the onsite studies will result in a document containing a solid analysis of information provided by your city. The information will be presented in a citywide Document Management Assessment document, which will provide:
  - **Business Process Assessment** - The results include a complete review of the business processes organized by department. Cynrede will recommend areas where business process improvement, workflow implementation, and software integration with existing systems will be beneficial to your city.
  - **Specifications** - Identify critical specifications for the management of documents. Such specifications will represent best practices and will include such items as retrieval time, image quality, and industry-standard formats
  - **Electronic Document Management and Backfile Conversion Plan** - Results will show the quantity and types of documents managed in each department. The report will identify critical records and will make recommendations as to methodologies to convert documents to electronic images, as well as processes to preserve permanent vital records. A cost estimate of the system will be presented.
  - **High Level Return-on-Investment Analysis** - Based on interviews where current city practices are ascertained, Cynrede will create a high level ROI to demonstrate the cost savings of the recommendations.
  - **The Next Steps** - Cynrede will outline the next steps for implementing an integrated document management system.