InsideHFS and DRS: A Cross Departmental Process

Using SharePoint to improve a process and streamline communication between departments

SharePoint Features
- Cost effective
- Permissions and access
- Document libraries
- Forms
- Wikis
- Workflows - update fields
- Workflows - send emails

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Results
- Eliminated the need for paper
- Reduced communication time - weeks to days
- Record keeping in alignment with University requirements
- Live, dynamic information accessible to multiple staff units
- Consistent, automatic communication

How To
- Discuss the process and specific unit needs
- Internal development of site and workflow functionality
- Testing, testing, testing!
- Training and implementation
- Review

Future Development
- Policy documentation in a wiki
- Continued annual training and process review
- Creation of automatic emails sent directly to students
- Explore options related to data and reporting
- Identify other partnerships that would benefit from the process

Project Goals
- Develop the ability to share information in real time
- Convert to a paperless process
- Reduce processing time
- Consolidate record keeping into one centralized location
- Automate emails and notifications

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