

Automated Email Distribution Lists

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Automated Email Distribution Lists

SO....

*Did you get
my email?*

- Problem Statement
- Proposed Solution
- Future Opportunities
- Call to Action

Problem Statement

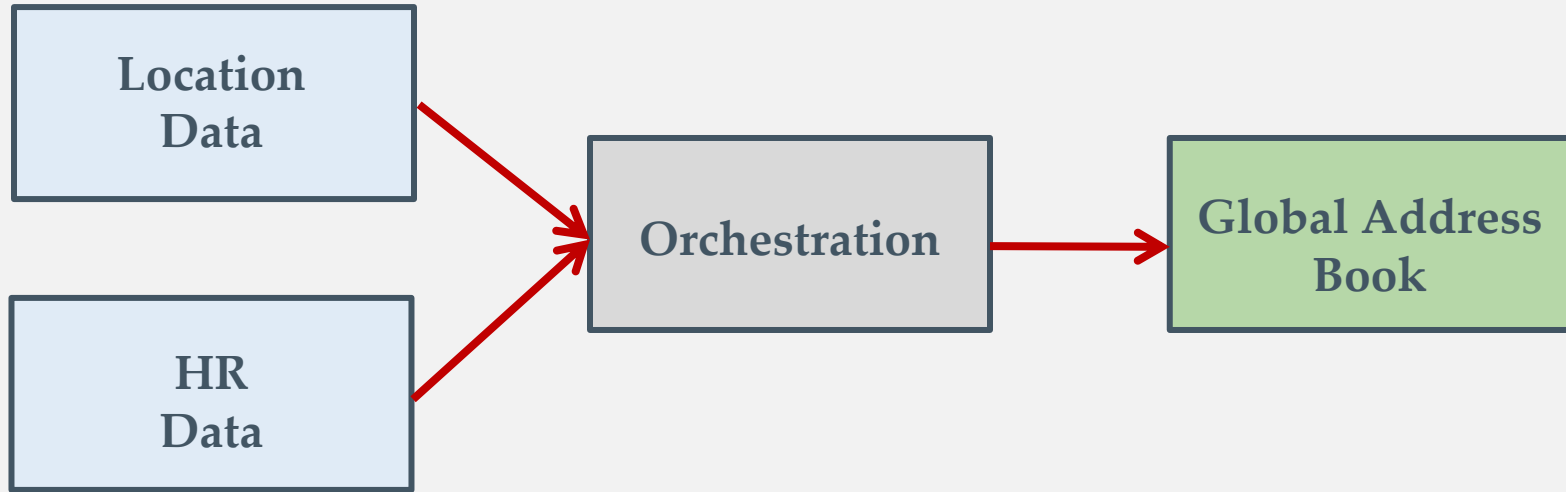
Proliferating email distribution lists that are manually created, time consuming and inconsistently managed.

100 Admins 2 Hours/Month	+	1,000 Managers .5 Hours/Month	=	8,400 Hours Per Year <small>* Equivalent of 4 FTEs</small>
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The Impact:

- Inability to effectively and efficiently communicate via email to groups of people
- Missed communications
- Employee frustration
- Inability to improve and automate processes
- Inaccurate lists
- Outdated lists that are never retired
- Inconsistent and non-intuitive naming conventions
- Added workload for limited admin resources

Proposed Solution



- No request required
- Email distribution lists updated in near real time
- Consistent and intuitive naming convention
- Elimination of toil
- Communications delivered to intended audience
- Happy employees

Future Opportunities

By Reporting Structure and/or Title

- Jane Smith - FTE
- Jane Smith - Contractors
- Jane Smith - All
- Engineering - FTE
- Engineering - Contractors
- Engineering - All
- Sales - FTE
- Sales - Contractors
- Sales - All
- Administrative Assistants
- Architects
- Project Managers
- Senior Vice Presidents
- Vice Presidents
- Directors
- People Managers

By Location

- Arizona - FTE
- Arizona - Contractors
- Arizona - All
- Time Square - FTE
- Time Square - Contractors
- Time Square - All
- 8th Floor - FTE
- 8th Floor - Contractors
- 8th Floor - All
- Telecommuters

Blended Approach

- Operations CA - FTE
- Operations CA - Contractors
- Operations CA - All
- Engineering AZ - FTE
- Engineering AZ - Contractors
- Engineering AZ - All
- Sales SW - FTE
- Sales SW - Contractors
- Sales SW - All
- Administrative Assistants - Arizona
- Administrative Assistants - 8th Floor
- Telecommuters AZ
- Telecommuters CA
- All FTEs AZ
- All FTEs CO

Call To Action

- Executive Business and Technology Sponsorship Needed
- Project Coordinator Needed
- Global Address Book Process Owner Identified and responsible for communication and Organizational Change Management
- Ability to create, delete and manage groups in the active directory
- Development Support Needed
- List of Employees with Titles and Departmental Information
- List of Business Units
- List of Campuses