**IS636 - Deliverable 0**

**Project Name – E-forms Process Automations**

**Team Name – Group 3**

It is difficult to proceed with paperwork in these pandemic situations. The companies around the globe have to find other ways to make the process smooth and less time consuming. In the project **“E-Forms Process Automations”** our team **‘’Group 3 ”** will take a look at system of one company that was paper based earlier and faced some difficulties in carrying out their business during the pandemic.

“**Catalent**” is a pharmaceutical company which is a global provider of delivery technologies, development, drug manufacturing, biologics, gene therapies and consumer health products. It is a multinational corporation with their headquarters located in **Somerset, New Jersey**. It has more than **14000 employees** in which around 2400 are scientists and technicians. It is a profitable organization with revenue over 3 billion in the last fiscal year. We came across one of the employees of Catalent” Hamza **Chaudhry(hamza.chaudhry@catalent.com)**” who is **“Business Analyst**”. After talking to him we analyze the problem company is facing during remote work of employees,

Prior to Covid, Catalent pharma solutions were a paper-based company. Therefore, if they ever needed signatures and approvals on documents, they would just simply go to a coworker’s desk/office and ask for it. Due to the Covid-19 pandemic. Catalent allowed their employees that were not in manufacturing, to start working remotely and did not need to be onsite unless needed. Once they made that transition, they noticed there was a bottleneck in document approvals and delays in signatures. This would directly impact project deadlines. Currently Catalent uses docusign as their system for document approvals. They simply route it to the next person. However, not everyone in the company has access to docusign. Our goal is to remove this impediment and streamline their process.

We are in a team but has everyone has an individual role in the project -:

* Project Lead – Pravin Mohature
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