

Transitioning to a Paperless Office (Law Firm)

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SCENARIO:

A law firm wants to move to a paperless office environment. The system analysts must gather information on the current filing and document management processes to design an effective digital solution.



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Questions:

1. What role does reviewing existing reports and forms play in transitioning to a paperless office?
2. Why is it important to schedule interviews with staff across different departments?
3. How can distributing and collecting questionnaires assist in identifying issues with the current paper-based system?



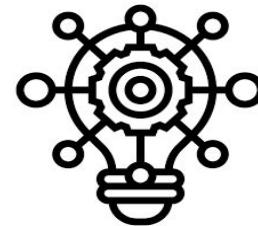
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What role does reviewing existing reports and forms play in transitioning to a paperless office?



IDENTIFY



PROVIDE INSIGHTS



DISCOVER



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Why is it important to schedule interviews with staff across different departments?



Gather Information



Workflows / Manuals



Target Objectives



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Distributing



Collecting
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