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Accelerating Data to Actions

DS Smith

Project Proposal

Compliance Data Management Tool

April 2025





EXECUTIVE SUMMARY



Executive Summary

DS Smith aims to develop a centralized, easy-to-use solution to streamline the management of compliance responsibilities and documents across its sites, enhancing governance, operational efficiency, and control.



Need

- DS Smith lacks a unified platform for compliance responsibility tracking and document management across its sites.
- Existing SharePoint-based processes result in fragmented data storage, limiting governance and operational efficiency.
- Site users currently have no structured means to input or manage compliance responsibilities, creating challenges in ownership and accountability.



Requirement

- DS Smith requires a secure, web-based compliance tracker integrated with a document repository to centralise activities across all sites.
- The platform should integrate SSO authentication, providing users access based on site-specific roles while granting admins centralised control.
- The document repository must enable users to upload and manage Word, PDF, and Excel files securely, with a retention period of two years and an upload time not exceeding eight seconds.
- The system should enforce strict access controls, ensuring users can only view data relevant to their respective sites.



Proposal

- Exponentia proposes to design and deliver a comprehensive, easy-to-use compliance solution tailored to DS Smith's needs, combining the tracker and repository into a single platform.
- A specialised delivery team comprising project manager, architect, application developer and DevOps will be deployed to ensure successful implementation.
- The proposed solution will enhance data security, improve operational efficiency, and provide DS Smith with a scalable tool to manage compliance effectively across all sites.

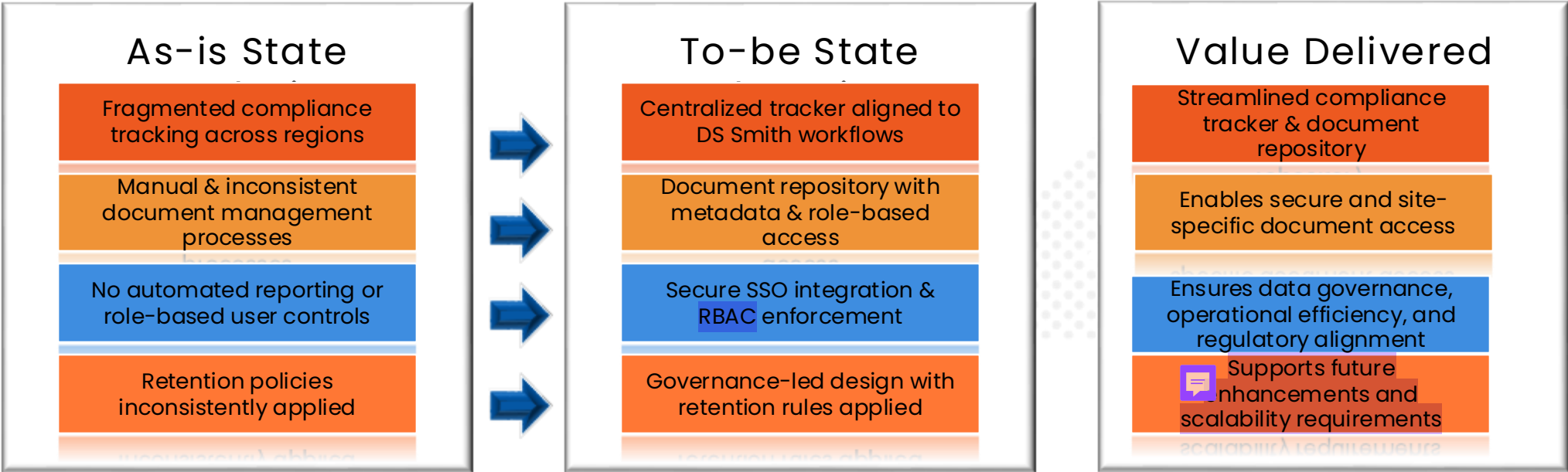


OUR UNDERSTANDING



Our Understanding

The proposed to-be state is targeted to help DS Smith overcome operational inefficiencies and deliver lasting compliance and governance improvements.





OVERALL SCOPE OF WORK



Overall Scope of Work

01

Web Form

Creation of web form which will be accessible to sites for entering compliance responsibilities

- Team will create a UI with features to enter information in a form-based layout with restrictions on entering the content to ensure consistency and quality of the data

02

Upload Module

UI screen for sites to upload documents for storing and retrieving documents from a central repository

- A simple upload feature for users to browse their local systems and upload documents in a central repository. Same screen will be used for retrieving the documents as per the requirements

03

Storage and Integration


Storage provisioning for structured and unstructured data along with integration with UI screens

- A storage layer will be created to store unstructured data (uploaded files) and semi-structured data (form details) creating a central repository for all such data sets across all the sites

04

Security

Role based security to enable expected usage and access of documents

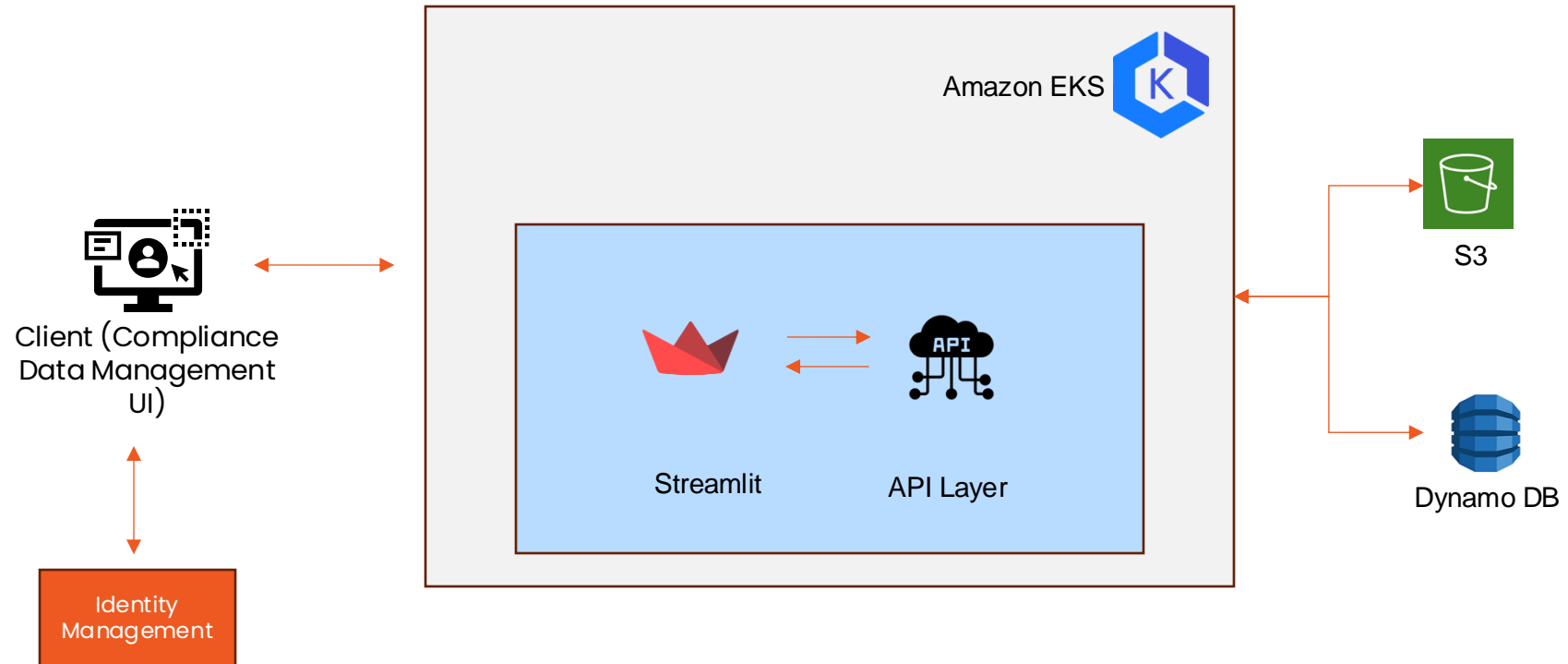
- Creation of a user management module to ensure relevant access rights are provided to the end users based on their roles and provisions 



OUR PROPOSED SOLUTION ARCHITECTURE



High Level Architecture





ASSUMPTIONS AND DEPENDENCIES



Assumptions and Dependencies

Assumptions

- DS Smith will provide finalized input fields (e.g., Name, Email, Org) and a role matrix for user access setup across all sites.
- SSO will be supported through DS Smith's existing authentication system (e.g., AD)
- Metadata standards (e.g., file naming conventions, file types) will be provided before development begins.
- The solution is expected to support standard compliance workloads — document volumes, file sizes, and concurrent users to be confirmed during discovery.
- Only standard file formats (PDF, Word, Excel) will be supported for upload and retrieval in this phase.
- No complex workflows, escalations, or multi-step automation are included in this MVP unless explicitly discussed.
- The compliance tracker and document repository will be deployed on DS Smith's AWS, aligned with internal IT and security policies.

Dependencies

- DS Smith will provide access to existing systems, including SharePoint (if legacy document migration is required), and identity management systems for integration and testing.
- Timely provision of SSO configuration details, and access to AWS services or cloud environment provisioning support for setup and deployment.
- DS Smith will share a finalized user role matrix and access permissions across sites prior to role-based access implementation.
- All DS Smith locations will ensure sufficient network bandwidth and configurations to support sub-8 second document uploads and platform access.
- Key stakeholders and internal SMEs (e.g., IT Security, Data Governance) will be available for requirement validation, design reviews, and feedback throughout the project.
- DS Smith will provide all applicable compliance guidelines (e.g., GDPR, retention policies) prior to development kickoff
- DS Smith will allocate users, environments, and credentials for UAT, with at least a 1-week buffer before testing begins, and provide timely feedback.

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Thank You!

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