

MONASH INDUSTRY TEAM INITIATIVE (MITI)

Document Management and Workflow Solution

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INTRODUCTION

BACKGROUND

Burra Foods is an Australian dairy ingredient processor that has been producing and marketing value-added dairy products to the global food manufacturing market for over two decades. The manufacturing plant is located in South East Victoria, Korumburra and also was where this project was carried out.

PROJECT SYNOPSIS

Burra Food's in-house Document Management solution (i-Burra) no longer meets the requirements of the business, it is a standalone solution lacking workflow and automation. This project includes reviewing the current document management solution and identifying key functional/non-functional requirements for document management and workflows.

METHODOLOGY



OUTCOMES

The key outcomes of the Document Management and Workflow project included:

- Reviewing current document management solution and listing functional and non-functional requirements that fulfils the business needs.
- Identifying and documenting required meta-data for the organisation. Also identifying and documenting security requirements for document types and workflows.
- Identifying and documenting workflows using process maps.
- Prioritizing workflows based upon need and complexities.
- Proposing a document migration process to a new system, including an archiving strategy for older documents

RECOMMENDATIONS

Based on the parameters gathered from the requirement gathering process, we finalized two market solutions that would suit the document management and workflow requirements of the organisation. We also outlined a multi-phased approach to implementing the solution.



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