

# Enhance productivity reduce costs

Ease your paper pain with HP Workflow Discovery for Education



## What if you could...

- Learn how process changes will affect all stakeholders?
- Discover how imaging and printing technology can improve process efficiency?
- Reduce the cost of managing your ever-increasing amount of information?

HP helps you understand the strengths and weaknesses of your organization's workflows.

## Moving to a more efficient operation

The pressure on today's educational institutions to deliver more timely, relevant, and convenient information with fewer resources is greater than ever. To compete, you must run more efficiently, be lean, innovative, and agile. Whether a major university or a small school district, paper-intensive processes still play a significant role in daily routines. Admissions, financial aid, human resources, individual education plans (IEP)—virtually any department or educational service deals with paperwork that is handled manually. The need for digitization and automation to help control costs and streamline processes is stronger than ever.

## The right information at the right time and place

HP has developed innovative solutions that give educational institutions around the world the opportunity to achieve process efficiencies and tangible cost savings. HP offers a wide range of printing and personal systems solutions specifically designed for the education industry. These can help you get the most of your print infrastructure, manage that environment, and digitize and streamline your

document-intensive processes—which helps to improve workflows in areas such as student admission, financial aid, and HR.

## How it works

HP Workflow Discovery is a consultation that evaluates your paper and document-intensive processes, identifies inefficiencies, and then offers solutions to fine-tune the process. Through the application of digitization and printing workflow analyses, HP can show you how technology and associated software and services can help streamline paper-intensive processes.

HP can provide solutions that leverage multifunction printer (MFP) capabilities such as scanning to a Student Information System (SIS) or a Human Resource Information System (HRIS), or global fax server solution. An HP Workflow Discovery can also help determine strategies to reduce the volume of document output altogether, help you to optimize printing documents where and when you need them, improve security, meet privacy and auditing regulations, and eliminate unnecessary printing. Furthermore, the advantage of digitizing documents enables access to data—providing the right information to the right place at the right time in the right format. Leveraging HP best

## HP can help you eliminate manual, paper-based workflows

### Control paper-based workflows

- Automate manual processes
- Eliminate errors and lost data
- Reduce time delays
- Control explosion of information
- Tag documents for future retrieval

### Locate information quickly

- Locate hard-to-find information
- Eliminate duplication of data
- Share content easily

### Meet regulatory policies

- Adhere to regulatory and compliance policies, and procedures
- Manage data and storage requirements

### Automate information delivery

- Enhance organizational processes with fast, efficient technology
- Deliver content in a variety of formats

practices and expertise can drive significant cost savings and efficiency by helping create integrated information workflows.

## Follow the paper "pain"

Workflows involving paper are still extremely prevalent for many reasons: legacy processes, regulatory compliance, requirements for signatures and offline usage, and external communications can still be paper-heavy processes. Many educational organizations around the globe are investigating the capture and integration of unstructured data along with ways to automate and streamline these workflows.

### The only constant is change

A barrage of external factors can force your organization to shuffle, modify, or completely change its high-level objectives. Whether these changes are due to a global pandemic, the economy, regulatory compliance, technology innovations, or competitor actions, your organization must remain agile and adaptive to change, and so must its infrastructure.

The smooth running of any organization relies on the seamless flow of critical information, automatically routed to where it needs to be at any given point. With HP workflow solutions, you can automate these paper-intensive workflows. This can mean lower costs, a reduced administrative burden, and less opportunity for human error.

## HP Workflow Discovery

HP Workflow Discovery is a set of modular services that can help your organization increase productivity, reduce costs, mitigate risks, conserve resources, and reap the benefits that imaging and printing workflow improvements offer. The modular offerings include:

- **Discovery sessions** help to identify key organizational initiatives and goals, external and internal factors, as well as the resources responsible for each particular

area. HP gathers this information to identify all stakeholders in imaging and printing workflow improvements. Discovery sessions may range in scope from organization-wide to specific operational environments, and HP typically conducts these sessions via teleconference and customer visits. If all stakeholders, initiatives, and organizational goals have already been identified and agreed upon within each line of business, the discovery sessions may be skipped, moving directly on to a workshop.

- **Workshops** help identify and plan the processes HP will evaluate. During a workshop, HP meets with relevant stakeholders within your organization, and facilitates a data-gathering process and discussion to determine appropriate imaging and printing initiatives. HP begins the workshop process with pre-workshop interviews and surveys of stakeholders to prepare for the on-site portion. Stakeholders involved are typically heads of targeted departments such as Finance and Administration, Admissions, Educational and IT Services, HR/Payroll, etc. Workshops are typically one-half to one day in length, and yield five to eight initiatives targeted for improvement.
- **Assessments**, for which HP's methodology uses proven techniques to analyze paper laden processes, provide your organization with visibility into its current processes and costs, as well as an understanding of its strengths, weaknesses, and capabilities to integrate directly with the back-end system. HP assessments adhere to the HP Lean Sigma methodology, a process that verifies that the analysis will follow strict HP guidelines for an efficient data-collection process.

HP will also conduct interviews or workshops with select end users to more thoroughly detail the workflow and to better understand an end user's roles and thoughts regarding the process. The interviews or workshops can be both in groups or one-on-one. After thoroughly understanding the "as is" state

of the workflow. HP will apply both industry and HP best practices and experience to provide a specific set of recommendations that your organization can use to improve the process. HP will then present the findings and recommendations to your organization during a presentation to be attended by your stakeholders. You'll also receive a report that documents the entire assessment.

## Why HP?

For more than 50 years, HP has partnered with educational organizations large and small around the world, supplying the technical expertise required to help maximize student achievement.

We will take the time to understand your specific needs and create a plan to help optimize your fleet, ensure data and document security, and manage your evolving institution.

## Get started

Contact your local HP representative to:

- Set up a workshop to assess your specific business needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your organization save money.

### Learn more

[hp.com/go/educationworkflow](http://hp.com/go/educationworkflow)

