



# Modern Records Management - Roadmap and adoption plan



## Realise a compliant, secure and modern Records Management system with Microsoft 365

### Business challenge

Records Management is a vital process for any organisation as it ensures the proper creation, storage, retrieval and disposal of records. Traditional electronic document and records management systems (EDRMS) often have complex interfaces, unclear instructions, or incompatible features that make it difficult to use and navigate.

The modern EDRMS should be designed to facilitate the effective management of an organization's records throughout their entire lifecycle - from creation to disposal - with the primary goal of ensuring compliance with all necessary legal, regulatory, and business requirements. This should be achieved without sacrificing accessibility and usability, thereby allowing all end-users to work efficiently without compromising on productivity or compliance standards.

### How we help

Insight can help you build a modern Records Management system in Microsoft 365. In our Records Management Roadmap and Adoption Plan, we will:

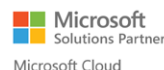
- Assess the current state of your records management practices and identify the gaps and risks that we need to address.
- Define the goals and objectives of the modernisation project and align them with your agency's mission and vision.
- Establish a governance framework and a change management strategy to ensure stakeholder buy-in and user adoption.
- Design, implement, train and support agencies with modern Records Management solutions using the capabilities of Microsoft 365.

### Benefits

- Understand how Microsoft 365 supports compliance requirements and offers scalability, security and reliability.
- Identify the gaps and risks against the key Information classification policies that need to be addressed.
- Roadmap for compliant and modern records management.
- Framework and change management and adoption strategy to ensure stakeholder buy-in
- Leverage existing technology investments to deliver greater capability.

### Get started.

To learn more about pricing and how to begin, contact  
[ANZ\\_DI\\_Sales@insight.com](mailto:ANZ_DI_Sales@insight.com)



2023 Australia Partner of the Year Winner  
2023 Solution Assessment Award Winner  
2021 Migration to Azure Award Winner

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# What to expect



## Discovery and analysis

We seek to understand your organisation and people. Meet your key stakeholders and review your records management systems and processes to identify key drivers, gaps and risks.



## Ideation and design

Showcasing Microsoft 365 and its records management capabilities, we'll help you design the solution that fits your agency, focusing on compliance, usability and feasibility.



## Roadmap

Building on your goals, we'll prioritise use cases and present a plan that defines business goals, requirements and expert recommendations to uplift records management capability within the agency.

## Why Insight for Microsoft?

Few can compare with our relationship with Microsoft. Partners for 30 years and counting, we are the largest Microsoft global partner with more than 5,000 consultants and 1000 dedicated Microsoft resources globally. Our best-in-class capabilities, unmatched expertise, and ability to successfully deliver solutions built across all areas of Microsoft technology have earned us numerous recognitions.

### 7 Microsoft Solutions Partner Designations, including:

- Modern Work
- Microsoft Cloud
- Security



### Microsoft Partner Awards, including:

- 2023 Microsoft Australia Partner of the Year
- 2023 Microsoft Hong Kong Partner of the Year
- 2023 Solution Assessments Partner of the Year
- 2022 Microsoft Surface Reseller Partner of the Year
- 2022 Microsoft Surface Hub Reseller Partner of the Year
- 2021 Microsoft Security Partner of the Year (Singapore)

### 20 Specialisation, including:

- Adoption and Change Management
- Meetings and Meeting Rooms for Microsoft Teams
- Teamwork Deployment



**2,500** Microsoft certifications globally

## About Insight

Insight Enterprises, Inc. is a Fortune 500 solutions integrator with more than 11,500 teammates worldwide helping organisations accelerate their digital journey to modernise their business and maximise the value of technology. We enable secure, end-to-end transformation and meet the needs of our clients through a comprehensive portfolio of solutions, far-reaching partnerships and 33+ years of broad IT expertise. Rated as a Forbes World's Best Employer and certified as a Great Place to Work, we amplify our solutions and services with global scale, local expertise and a world-class e-commerce experience, realising the digital ambitions of our clients at every opportunity.

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