

# PPL Internship

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# Summer Projects

- Records and Information Management CBT
- Records Destruction Workflow

# Records Destruction Process

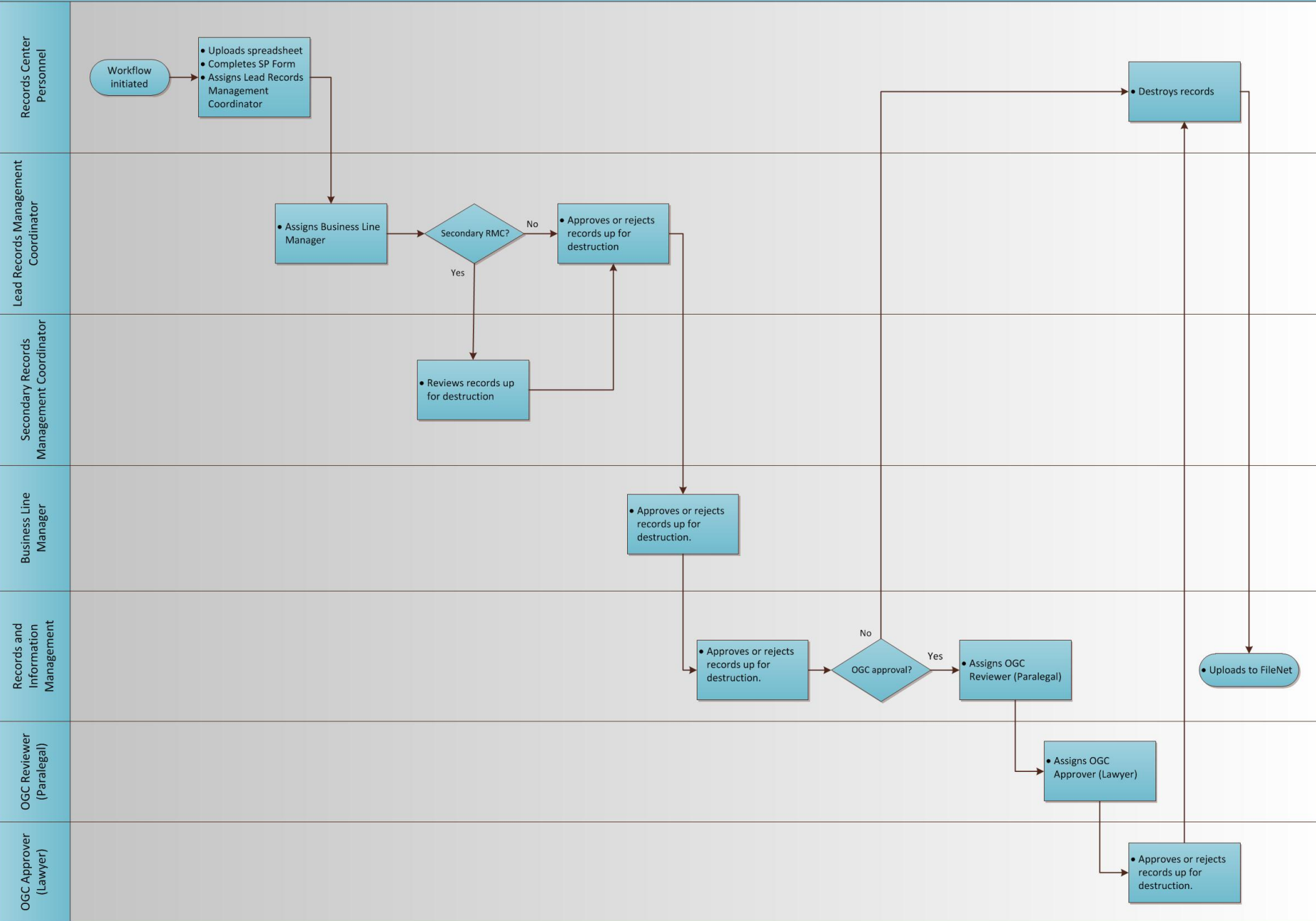
## The Problem

- Manual Process
- Difficult to track
- Created bottlenecks

# Records Destruction Workflow

The solution – Automate the records destruction manual process using Nintex Workflow 2010.

Records Destruction Workflow



# Records Destruction Workflow

## The Benefits

- Fully automated (no paper, printing or scanning)
- Easier to track
- Spreadsheet resides in document library
- Sends notifications for reviews and approvals
- Logs all approvers and reviewers' comments
- Sends task reminder emails
- Eliminates bottlenecks

# Learning Concepts

- Requirements are very important
- Cannot elicit all requirements in one meeting
- Customer may not know what they want
- Checkpoints
- Team work can go a long way

# Accomplishments

- Records and Information CBT
- Records Destruction Workflow
- SharePoint 2010
- Nintex Workflow 2010
- MS Project
- MS Visio





Any questions?