PPL Internship

Melissa Aguilar-Ramirez
Business Analyst Intern
Summer Projects

- Records and Information Management CBT
- Records Destruction Workflow
The Problem

- Manual Process
- Difficult to track
- Created bottlenecks
Records Destruction Workflow

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