

DocMinder Qualifying Questions:

1. Are you currently managing tasks/projects with your email, calendar, spreadsheets, etc., and concerned that things can fall through the cracks?
2. Frustrated with the busy work needed to get closure on tasks and staying current?
3. Are there Governance Risk Compliance requirements that need to be satisfied?
4. Are you concerned because there is not a centralized place to easily see everything across the organization; with secure access? (Who needs to do what & when, along with related documents and email conversations)
5. Are you concerned about the amount of busy work involved in reporting to satisfy management, auditors, etc.?
6. Do you commonly manage tasks with checklists and find it difficult to move the project forward while staying on top of who has and has not completed their assignments?
7. Do you or would you like to have common procedures established to handle a business process (i.e. contract approval process, Step 1, Step 2, etc.)
8. Is it difficult to reassign responsibilities if someone is on vacation, sick, or leaves?
9. Would it be beneficial to have performance data to evaluate efficiency of task/project completion by individual, group, category, etc.?
10. Have you been frustrated with past attempts to automate because it involves the time consuming and expensive help of technical people?

List of Common DocMinder Uses in Energy:

- NERC – FERC Compliance Task Management & Reporting
- Standards under Development & Balloting
- Self-Certification Procedures
- Verification of Document Review, Operation & Maintenance Manual Review Approval Process
- Patch Management Assessment
- Distribution – Review of Internal Compliance Program & Critical Asset Policy
- Contract Management, Legal Matter Management
- New Hire & Employee Exit Task Management
- HR Review Management, Training Requirements & Reporting
- Conventional Project Management
- Permit & Easement – Right of Way Management
- Environment, Health & Safety Management