

CLIENT CASE STUDY >>>



Implementing a Records Management System for Aircraft Technical Records with Procedures for Long-term Data Management

CHALLENGE



Aircraft lessors **have plenty of lease-related documents to track**, including financing-related agreements, corporate documents, order and OEM contracts, maintenance and insurance records, servicing agreements, and many more.

Zeevo's system selection methodology and understanding of business requirements **accelerate the selection and implementation of systems** that store and protect information, while ensuring integrity and regulatory compliance.

>>> APPROACH

A typical approach to identifying the right records management solution spans several phases with multiple concurrent threads, ensuring the right stakeholders are involved and the project is effectively managed

- ▶ Establish the project and create a shared vision
- ▶ Define and validate scenarios and desired outcomes
- ▶ Select a vendor after issuing and reviewing requests for information (RFI) and request for proposals (RFP)
- ▶ Develop an implementation roadmap and configure support and prototype
- ▶ Deploy and operate the system

ZEEVO'S VALUE ADD

Using experience, expertise, and project accelerators, Zeevo project managers provide comprehensive support to deliver the system selection project on time, professionally, and with an auditable documentation trail:

- ▶ Collaborate with client executives to mobilize the project
- ▶ Utilize project management tools, including Asana and Smartsheet, to manage deliverables and track progress
- ▶ Leverage experienced, industry intelligence, and professional relationships to seamlessly introduce the client's team to vendor intelligence
- ▶ Tailor client and project-specific reporting templates to avoid confusion and promote professional and timely communications
- ▶ Facilitate RFP development workshops, with cross-functional representation of the client's stakeholders
- ▶ Furnish a vendor scorecard to support vendor and product evaluations

>>> OUTCOME

- ▶ Our clients benefit from Zeevo's extensive track record in selecting and implementing a records management strategy for technical and other records, including the deployment of a records management software system and formulating procedures for long-term records/data management
- ▶ The selected document/records management solutions allow management to identify, isolate, protect, and retrieve important information throughout the enterprise
- ▶ Information in all media types becomes available in ways that increase everyone's ability to conduct business better and faster
- ▶ Critical business information is protected, and subject-based searches across all media types allow relevant data to be produced on demand

WHY ZEEVO?

Our experience and expertise <

Our style and passion <

Our team of professionals <

Our commitment to a strategic relationship <

LET'S TALK

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