Realization of an information audit and implementation of an information governance

For Cefora-Cevora

Needs:

- Define the function of each tool at Cefora (Jive, Ms Teams, Ms Sharepoint, ...) and ensure that each employee is able to use them adequately
- Facilitate the search and ensure the sustainability of activity documents, as well as their correct communication both internally and externally
- While respecting Cefora's corporate culture

Solutions put in place:

Phase 1: Information audit

- Inventory of:
    - systems in use
    - documentary practices in force, formalized or not
    - files existing in various storage spaces
    - existing practices in terms of information security, GDPR compliance, archiving, knowledge management, etc.
- Analysis of the As Is situation and of the risks involved; formulation of recommendations
- Presentation of the results via an Information Map (audit report on information governance)

Phase 2: Implementation of an information governance

- Definition of information governance rules (roles and responsibilities, document lifecycle, naming convention, metadata schema, controlled lists …)
- Awareness, training and support for employees on new rules and tools
- Help with the migration

Systems used:

- Office 365 (Ms Teams and Ms Sharepoint Online)

Benefits:

- Easily accessible quality documents
- Employees who gain in autonomy
- A more performing organization