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Your Journey to an Optimized Knowledge and System Landscape

Discovery Workshop

Many companies today face the challenge of managing and leveraging their knowledge efficiently across departmental boundaries and systems such as file systems, cloud plat-forms, MS Office, ECM, and ERP. The Discovery Workshop quickly provides transparency into your current system and knowledge landscape, uncovers pain points such as media discontinuities, redundant data, and compliance risks, and highlights concrete optimization approaches. This establishes the foundation for more ef-ficient processes, well-informed decisions, and the sustain-able use of your corporate knowledge.

Challenge

Knowledge is the key to fast decisions and efficient processes, yet in many companies it remains scattered and difficult to access. IT teams struggle with complex, fragmented system landscapes and high maintenance efforts. Business units such as Quality Assurance, R&D, or Compliance lose valuable time searching for information while error rates increase. Executives and project leaders lack critical decision-making foundations because essential information is not available quickly enough.

Solution

The Discovery Workshop makes these bottlenecks visible and highlights solution approaches for how your company can systematically structure knowledge, acceler-ate processes, and support faster decision-making. Discussion points include best practices we have already used to help other companies overcome these challenges through system integration, content migration, and the use of various AI tools.

Workshop Topics

1. **Assessment of the System Landscape**
   - Which systems and tools are currently in use?
   - Where are the central knowledge sources (documents, data, processes)?

2. **Identification of Pain Points**
   - Media discontinuities and redundant data
   - Gaps in availability and searchability
   - Risks related to compliance and auditability

3. **Target Vision and Optimization Approaches**
   - Designing an integrated system and knowledge architecture
   - Prioritizing action areas (quick wins vs. strategic measures)
   - Outlining possible solution options (e.g., ECM integration, cloud strategy, AI-powered search)

Added Value

The Discovery Workshop provides valuable insights into your current system and knowledge landscape and demonstrates how targeted optimization approaches can reduce time, costs, and risks while creating transparency for well-informed decision-making.

IT and Digitalization Leaders

- Potential for time and cost savings through reduced maintenance effort and fewer redundant systems
- Transparency of the system landscape facilitates integration, governance, and IT security
- Clear data foundation for strategic digitalization decisions

Business Units with High Knowledge Needs (QM, R&D, Compliance)

- Efficient access to information to reduce working time and error rates
- Early identification and mitigation of compliance and auditability risks
- Prioritized optimization measures improve the quality and traceability of knowledge

Executive Management and Project Leadership

- Stronger decision-making foundation through a clear overview of knowledge and systems
- Learn how to seize strategic opportunities faster and plan projects more efficiently
- Best practices to make risks visible, manageable, and easier to assess

Services

- Kick-off (1 hour, virtual)
- 1-day onsite workshop for up to 15 participants
- Facilitation by two experienced Senior ECM Consultants
- Results presentation and action proposal for a defined unit (a process, a department, or a task)
- Fixed price: € 5,000

Results

- Overview of the current System Architecture / Data Sources
- Documented needs for action and their impacts
- Concrete optimization proposal with an action plan for a defined unit (a process, a department, or a task)
- Foundation for ROI analysis and investment decisions

Target Audience

This workshop is designed for:

- IT and Digitalization Managers
- Business units with high documentation and knowledge needs (e.g., QM, R&D, Compliance)
- Executive Management and Project Leadership

Book your workshop here:
https://content.fme.de/en/discovery-workshop