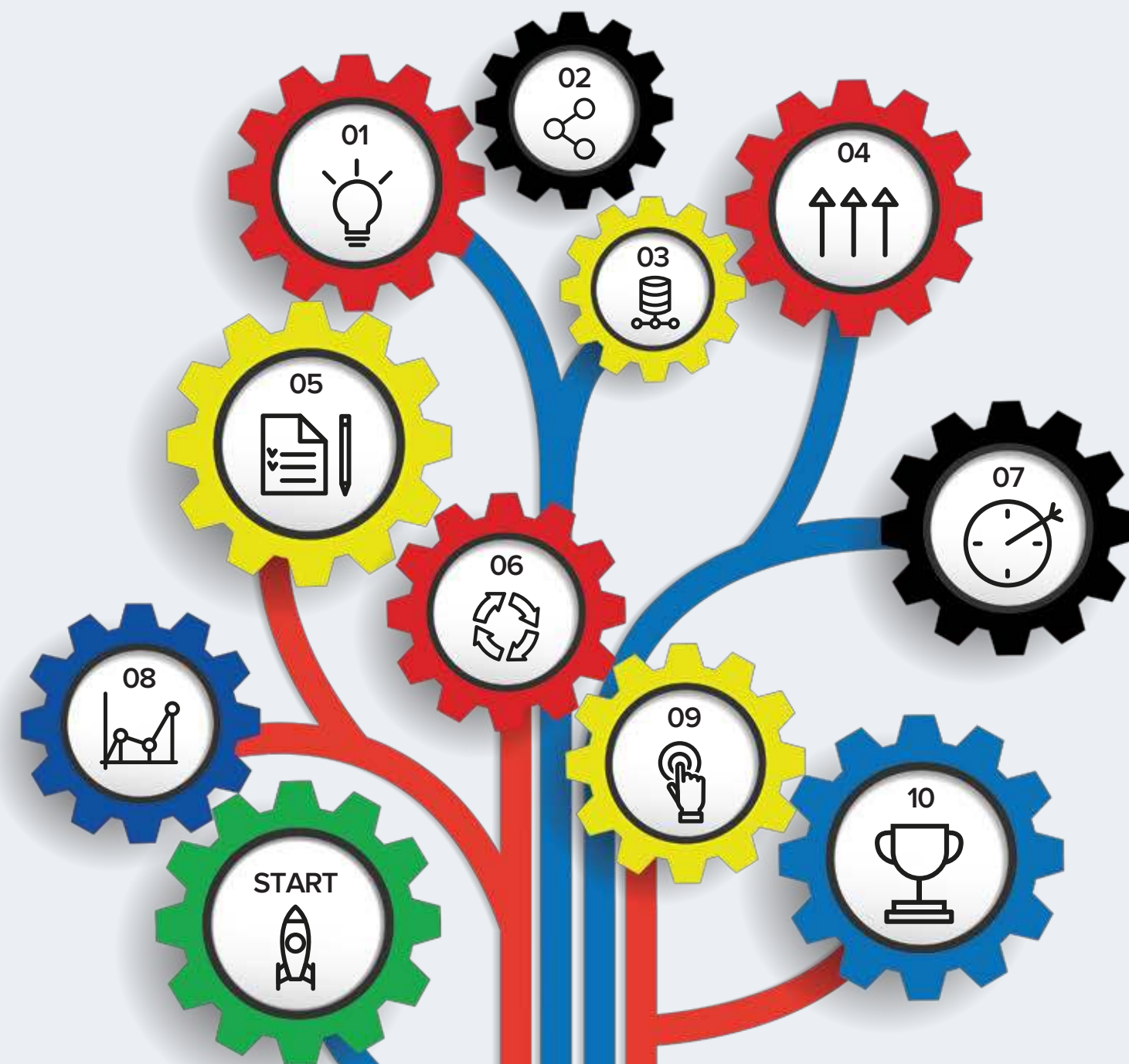


10 STEPS TO ALIGN YOUR DATA WITH BUSINESS PROCESSES

Aligning data and business processes go hand-in-hand. Proper leveraging of data that is real-time and relevant is imperative for businesses to achieve goals and stay ahead of the competition. Here are 10 steps to get you on the right path to aligning your business data and processes:



READY TO GET STARTED?

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01 Strategize and ensure your business is organizationally aligned with your strategic goals.
This first step is critical. Your business's organizational alignment with business strategic goals will set the foundation for the steps that follow.

02 Map your current business processes and define what needs to improve.
Detail the steps your business takes to complete the processes you wish to align with your data. Be specific so you can more easily identify what needs to improve.

03 Define sources of data and understand how the data and business processes work together.
The key here is to be able to answer the question, "What business improvements do I expect to achieve with the data?"

04 Streamline your business processes.
It is best to work with a consultant who understands your industry and your business process. The consultant will facilitate this streamlining activity and the result should be a mapping of a future, streamlined business process.

05 Define your Data Model and the business rules.
This step will help you ensure real-time and relevancy of data, so it's important to establish clear definitions around the data model and business rules.

06 Go through a data cleansing exercise with defined processes in place for collection and maintenance of data.
Questions you need to answer in this exercise include, "How to ensure data security? Who should have data access? When to archive data?"

07 Baseline business process metrics and define process timeline improvements.
Aligning data and business processes involves change. To determine how effective and timely the changes you make are, you must first establish a baseline and timeline for improvements to help you evaluate whether you are moving closer to or farther from your intended goal.

08 Create SOPs, educate, measure, track and report.
Create business standard operation procedures (SOPs) detailing changes to business processes and IT SOPs for data, educate staff and replace existing SOPs with new, approved ones. Measure, track and report on business process improvements.

09 Automate manual business processes.
Automate manual processes by aligning selected software solutions with your business processes and workflows. The tool(s) need to seamlessly align with the business processes and data to have a positive business impact.

10 When the business is ready to optimize the data and data analytics available to them, consider consulting with a Business Intelligence (BI) consultant.
Seeking a consultant in this final step will allow you to create an optimal, simple to use BI model. This will better enable the business to make decisions, take corrective action and deliver business results.