5 Steps to go Digital

ASA
Going The Extra Mile

PLAN

Outlay your digital goals

....

Create a budget for your expectations goals

....

Identify champion from each business process to build a core digital team

2 ~ 3 weeks

ANALYSE

Break business into 4-6 processes

....

Study each process for digitalization

....

Identify areas that can be automated along with expected benefits

4 ~ 5 weeks

STRATEGIZE

Defining the roadmap for implementation

....

Ownership of each implementation with Process Champions

....

Define features of desired automation under each process

2 ~ 3 weeks

DEPLOY

Identifying available technologies and comparing them

....

Deploying the tool and ensuring cyber security

....

Setting a training camp

Ongoing

MONITOR

Measuring the impact of new technology

....

Reassessing the tool as per changing needs

....

Setup a clear system of meetings to evaluate and report

Ongoing

Transformation Areas

| Business Functions	Indicative Scope
Record to Report (R2R)	• Accounting automation with bots • Expense Management Solution • Statutory compliance monitoring (case study ahead) • Analytical dashboards for reporting and forecasting
Order to Cash (O2C)	• Order management and invoicing • Customer Relationship Management
Procure to Pay (P2P)	• Vendor onboarding platform • Inventory management • Logistics tracking
Hire to Retire (H2R)	• Recruitment automation • Payroll and tax automation • Performance management system • Learning management systems
Administration	• Visitor management systems • Meeting setup and scheduling
Cyber Security	• Secure database management • Firewall verification • Email and website security protocol testing • Cloud structure optimization

Case Study
Compliance Management Solution

CONCERN
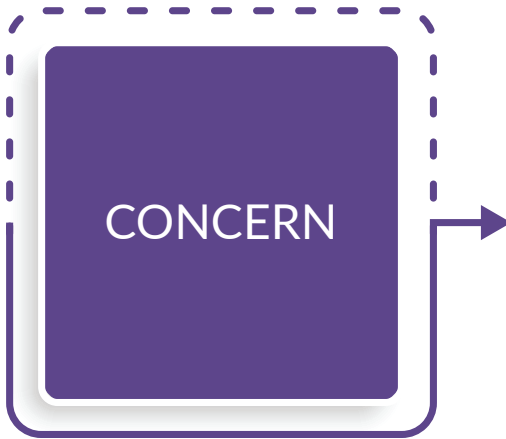
- The compliance division of a manufacturing company was struggling to manage a large number of compliance requirements.

- The existing process was manual and running on excel spreadsheets and minimal revision frequency.

SOLUTION OFFERED

- Compliance management solution identified with predefined checklists, reminders and regular updates in consonance with law.

- Compliance requirement of each branch office mapped and updated in the tool. Approval mechanism setup to ensure proper reviews.