

Information Governance Solutions Workshops

Automating Information Governance Workshops



Our Information Governance Workshops are specifically designed by our information governance solution consultants with deep experience in data management to help organizations explore, uncover and prioritize their information challenges, initiatives, procedures, and policies.

Valora's Solutions Consultants focus on the document/content /file/records management side of Information Governance.

The Information Governance workshop assesses the client's key business functions and information management practices, resulting in a prioritized, custom plan of action based around the organization's unique:

- IG and RIM policies
- Risk tolerance
- Culture
- Compliance
- Business objectives
- Existing tools
- Stored and emergent information

Comprehensive Visioning Meeting

The kickoff and visioning meeting is designed to assemble key stakeholders of the organization who have accountability for the effective governance of information, and those who have a key interest in how information is governed and utilized.

Personalized Solutions

Our Solutions Consultants conduct interviews with key stakeholders and functional areas to understand current information-related processes, standards, expectations and challenges. Following the workshop, a report describing the assessment and interview responses is provided to the organization for review, edit and distribution to the key stakeholders.

Interactive Activities

The client will be guided through practical sessions on existing and emerging data/file/content tools available to the organization. What's in place, what's usable, what's missing, what's needed? We will also walk you through live demonstrations of Valora's software platforms, PowerHouse & BlackCat, including a full demo of each, particularly as they apply to previous discussions around best practices, Information Governance implementation and execution, and needed/missing capabilities.

Expert Recommendations

Our team will present you with recommendations specific to your organizational objectives, prioritized by severity of risk, level of effort, time to remediation, interdependencies and estimated cost.



Available Packages

IG Workshop Sessions Comparison

Activity	Half Day	Full Day	Two Day
Valora SME meets client team onsite, Kickoff meeting	✓	✓	✓
Key stakeholder interviews	1-2	3-4	5-8
Gap Analysis of existing IG policies	X	X	✓
Gap Analysis of Enterprise Data Map	X	X	✓
Hands-on Analysis of Enterprise data (paper & ESI)	✓	✓	✓
Analysis of ROT, Legal Hold and Retention strategy	✓	✓	✓
Review of content mgmt systems & tools in use (and under consideration)	X	✓	✓
Review of supplier/provider solutions provisioning strategies	X	X	✓
Demonstration of Valora tools for IG	✓	✓	✓
Analysis of document/record/content-related workflows	X	✓	✓
Recommendations around IG policies	X	X	✓
Recommendations around Data mapping	X	X	✓
Recommendations around Enterprise Data Management	✓	✓	✓
Recommendations around Content Management tools	X	✓	✓
Recommendations around supplier/provider solutions provisioning	X	X	✓
Recommendations around ROT, Legal Hold and Retention	✓	✓	✓
Recommendations around technology adoption	X	✓	✓
Recommendations around document/record/content-related workflows	✓	✓	✓
Go forward strategy plan outlining goals, dates, timelines, budget, decision-makers, ROI, resource allocation, etc.	X	partial	full
Assessment Close Meeting	✓	✓	✓

Please reach out to our Professional Services Team for more information about this exciting new offering from Valora Technologies.

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