

How to Optimize Each Step of a Document Control System

By **Cynthia Pleach** May 30, 2018 8:35 am PDT

If you are developing or a document control system or if you are looking to improve your own, there are ways to optimize each step of the system. For document development, this discussion will help you get your processes right the first time, to speed up the time of document review, and to avoid last minute surprises. The “EMPTT” approach will be explored, which is a useful way to track the development of documents.

An important way to begin is to think about what each step of a process looks like and think about what steps are needed. Most of us know the basics of document creation: write the document, review the document, approve the document, publish the document and control the document. There is a way to modify each of the steps.

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