CABINET QUALITY

Secure, collaborative submissions

Deliver comprehensive and coordinated advice by injecting governance into your Cabinet processes.

HIGHLIGHTS

Cabinet Processes - including proposals, briefs, correspondence, consultation, submissions, appointments and speeches.

Enable collaboration - Safely share information between teams or agencies for secure consultation and review.

Improve Efficiency - Eliminate paper processes. Streamline review and approval times. Meet and exceed KPIs.

Ensure Quality - Access current information to support consistent responses. Minimise editing and revisions.

Enhance Transparency - Identify the status of any task. Empower managers and staff with comprehensive dashboard reports.

Related Solutions
- Ministerial Processes
- Parliamentary Processes

CABINET IN THE 21ST CENTURY

As the Government's central decision making body, Cabinet considers matters that impact business and the economy, individuals and communities, locally and in other jurisdictions. Cabinet processes operate on the principles of consultation, confidentiality and collective responsibility. Ministers rely on departments for timely circulation of high quality documents with appropriate levels of security.

In the era of digital communications, social media, cybersecurity and 24x7 news cycles, stakeholders want earlier consultation. Cabinet must often respond swiftly to emerging issues and Ministers want briefings in real-time. Departments are under pressure to keep pace with a new set of expectations.

The impact is a major shift for the Ministerial support units, with departmental executives heavily reliant on their teams to manage broad engagement and deliver in-depth analysis.
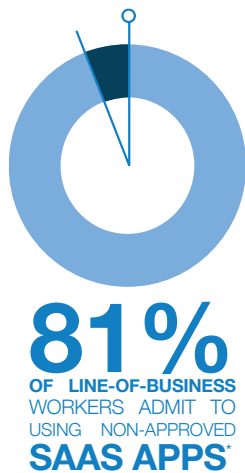
Cabinet processes require a collaborative effort between departments to ensure quality submissions.

The question staff and executives must ask; is there a best-practice approach to managing Cabinet processes in the 21st century? And can it be applied with limited impact on staff and existing systems?

MAKE THE SHIFT TO A MODERN APPROACH

Cabinet processes are traditionally document-centric, paper-based and manual. Objective Cabinet Processes enables your department to securely automate and streamline these processes from end to end, to support consultation and meet critical timeframes.

Designed to be applied to existing information governance platforms, Objective Cabinet Processes respects governance policies, enables stakeholders to interact with process requests and provides transparency across the entire process to ensure submissions are delivered on time and to the highest quality.

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81%
OF LINE-OF-BUSINESS WORKERS ADMIT TO USING NON-APPROVED **SAAS APPS***

Source: McAfee Report 2013, by Stratecast - Frost & Sullivan

PROCESS GOVERNANCE AS A SOLUTION

The challenges of 21st century Cabinet processes

The Cabinet process is more than a set of serial tasks, involving a single chain of command.

In a highly connected and fast-paced environment, Cabinet processes must adapt to allow wider consultation on proposals at earlier stages of development to support better outcomes. They must also provide confidence to public sector staff, with the right balance of security and accessibility to manage cross-government contributions.

Objective Cabinet Processes is a platform for secure multi-faceted collaboration and rapid drafting, together with management tools for action tracking and performance reporting.

The power of process governance

Process Governance is a proven approach to improving the efficiency of Cabinet processes by linking existing information governance to process automation.

It combines:

- adaptive process management technology - delivering efficiency.
- information discovery - improving quality and consistency.
- secure information exchange - enabling collaboration.
- compliance and recordkeeping by design - providing transparency.

Information governance matters

Government has an obligation to protect and secure its information, and goes to great lengths to implement governance systems, policy and procedures to ensure so.

Staff preparing Cabinet submissions need fast, easy access to relevant information without the concern of placing the department at risk.

Objective Cabinet Processes seamlessly integrates with your information management platform through an intuitive browser-based interface, providing full search capabilities back to the information repository.

The solution respects all access control rights and updates the native repository's audit logs with all activity. Your information management system always remains the single source of the truth.

> **"**
>
> We can now share large numbers of documents with external parties, saving time, preventing duplication, and reducing email overload.
>
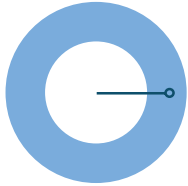> Janet Upton, Manager Knowledge Leadership, Land Information New Zealand
>
> **"**

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94%
of documents are
approved on time

100%
of approvals
are digital

Source: Dept. Premier & Cabinet, NSW
- Objective Case Study

Collaborate across the organisation, and beyond

Departments are responsible for drafting or commenting on submissions which may require contributions from several subject matter experts, located in different business units, other agencies or organisations.

Collaboration and consultation are critical for developing high quality submissions that encompass the views of diverse stakeholders, and to streamline consideration of matters by Ministers in Cabinet.

It can be challenging to safely distribute sensitive documents, maintain version control and collate diverse comments and content. Paper processes and email attachments do not address these issues. In an effort to meet deadlines, staff may resort to the use of removeable media or file transfer sites. These unsanctioned activities also known as 'Shadow IT' can expose agencies to security risks.

Objective Cabinet Processes allows you to establish secure workspaces on demand, enabling collaboration between multiple teams, agencies and stakeholders who are authorised to review or contribute to documents.

Every document together with new versions are stored within a shared workspace that is synchronised with your information management system, extending governance policies beyond the boundaries of the repository and the organisation.

> We wanted something that would integrate into HP TRIM, gave us full audit trails and was IRAP assessed.

Peter O'Halloran, Executive Director and CIO,
National Blood Authority

Quality, regardless of volume, variety and velocity

Cabinet processes aim to deliver high quality submissions that enable Ministers to direct significant or sensitive policy and make informed decisions on matters with broad impact.

Departments and executives are required to meet specific schedules and response times according to the Cabinet agenda.

However, this can change at a moment's notice. When a high-profile issue arises, the agenda can change and the submission may be brought forward or deferred.

Objective Cabinet Processes enables departments to provide high quality analysis and advice regardless of the volume, variety or velocity of submissions by ensuring:

- requests are registered and tracked to manage progress and priorities.
- managers have visibility of assigned tasks and workloads to allocate new requests appropriately.

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- authors have ready access to supporting information and previous responses on similar topics, ensuring consistency.
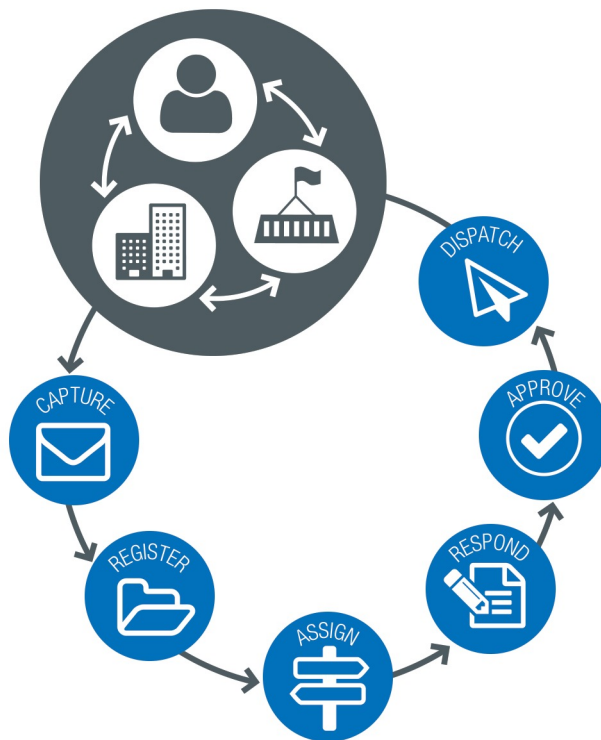- executives can review and approve responses regardless of location or device.

A dynamic approach for a digital world

Cabinet processes are not necessarily sequential in nature. At times, they require variable paths, multiple authors (working at the same time) or alternate approval chains to ensure they are delivered according to expected timelines. It is essential that documents are produced in a consistent format so that senior stakeholders can swiftly identify key information.

Objective Cabinet Processes supports your team to assign, track and dispatch documents on time. Defined workflows encourage standard, streamlined processes and the use of appropriate response templates – allowing for serial or parallel processing, or a combination of both.

Participants at each stage of the process are given visual prompts, helping them plan and manage their tasks on time. They also have one-click access to supporting information, sourced directly from your information management system.

Staff and executives can securely review tasks or documents, make contributions or comments from different locations. Applied information governance ensures current content and appropriate access controls.

The solution enables secure collaboration on Cabinet submissions.

Improve performance with real-time data

Manual, paper-based processes can be difficult to track and audit. This can expose agencies to risk if documents become 'lost' awaiting action in someone's in-tray and result in critical timelines not being met. It can also be difficult to pinpoint where processes are breaking down, to understand how they could be further streamlined or quality improved.

Objective Cabinet Processes provides dashboard reporting to monitor the current status of all requests in progress. Reallocation and escalation can be managed more effectively according to business needs.

Visibility across the process allows managers to identify potential bottlenecks, highlight opportunities for efficiency and make evidence-based decisions about process improvements. They can measure performance against KPIs in real time and demonstrate the benefits of digital transformation.

Monitor Cabinet Processes to keep responses on track and measure performance against KPIs.

Seamless access to Microsoft Office productivity tools

Drafting and collating Cabinet documents requires efficient access to the productivity tools that people use every day, such as Microsoft Office.

Objective Cabinet Processes enables knowledge workers and executives to effortlessly review, edit and approve documents from within familiar applications, confident that information governance policies are automatically applied in the background.

User experience and support for transformation

Building support for new ways of working can be challenging, especially in a fast-paced environment. People need to produce results quickly and don't want to spend time moving between multiple systems or learning to use new tools.

Objective Cabinet Processes provides a frictionless and consistent user experience throughout the entire process of drafting and consultation with Information governance managed 'behind the scenes'. This enables staff to focus on high value tasks such as research, authoring and collaboration, while the organisation benefits from reliable, accessible information assets.

OBJECTIVE CABINET PROCESSES

Objective Cabinet Processes encapsulates over 25 years' experience delivering best practice solutions for the public sector and regulated industries, helping you demonstrate efficiency, accountability and transparency to stakeholders and the community.

Benefits overview

- Automate manual tasks (digitisation).
- Enable secure collaboration between departments.
- Dashboard reporting to monitor status and performance against KPIs.
- Process visibility to identify opportunities for efficiency and improvement.
- Derive greater value from your information governance investment.
- Exceptional user experience, building support for digital transformation.

Process governance technology

Objective Cabinet Processes combines the power of Objective Perform and Objective Connect to extend information governance across automated processes and collaborative work-spaces. The solution works seamlessly with existing information management systems including Objective ECM and HPE Content Manager.

Objective PERFORM

Objective Perform transforms content driven processes into digital reality. Extend your existing information governance platform to provide efficiency, transparency and accountability across all business processes.

Objective CONNECT

Objective Connect is at the intersection of people, information and processes. Extend your existing information governance platform to create secure, shared workspaces and collaborate with anyone outside the organisation.

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ABOUT OBJECTIVE CORPORATION

Objective creates information and process governance solutions that are effortless to use and enable organisations to confidently advance their own digital transformation.

Designed for regulated industries, these solutions turn the imperative of compliance, accountability and governance into an opportunity to streamline business processes and deliver the innovative services that customers expect.

With a heritage in Enterprise Content Management (ECM), Objective's expanded solutions extend governance across the spectrum of the modern workplace; underpinning information, processes and collaborative work-spaces.

Through a brilliant user experience, people access the information they need to progress processes from wherever they choose to work.

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