If you're deciding whether or not to outsource your document management or to handle it in-house, there are many factors to consider.

This questionnaire will help you get a better understanding of your project and its scope. Review these areas and consider the direction the answers take you.

CONSIDER THE NEEDS OF YOUR PROJECT AND THE FACTS ABOUT OUTSOURCING. ASK THESE QUESTIONS.

Analysis: First, review your project. Here are some questions to ask:

- How large is your project? Is it something that requires a few hundred pages to scan or thousands?

- How long will your project last? Is this a need that will occur once a year or more?

Costs: Next, move into the real meat of the problem. How much will this cost? Be sure to ask:

- How much time can you afford to take employees from 'regular' tasks? If the project is long or becomes unexpectedly long, will your business suffer from this staffer not being at their usual post? Will the work take more than one employee? How long would it be ideal for them to complete this task?

- **Hardware/Software.** Do you have the hardware in the form of scanners and computers, as well as software to embark on this project? Do you have staff who can maintain and update these when needed? Do the costs associated with having the hard and software make sense for your business?

- **Scanning.** Does your staffer have experience in large volume scanning? How much time will scanning these documents take?

- **Facility.** Do you have the space to dedicate to this equipment? To the storage? Is it financially responsible to dedicate space to these tasks?

Results

When you asked yourself the questions here, were there some that surprised you? Be sure to consider all angles before jumping into a costly venture. Take the time to evaluate these areas to make your determination.

(815) 484-2100 ext.211   DocumentImaging@icico.com