The IntelliChief Health Check Service examines your system and business processes in order to make recommendations that will help ensure IntelliChief is running for you as efficiently as possible. The Health Check Service is an active assessment of your IntelliChief Environment and how it is being used by your team, in order to identify areas of improvement to enhance the value of IntelliChief within your company. The goal is to foster continued optimization of your configured document management and process workflow system, while assisting you to utilize all functionality beneficial to achieve your departmental and interdepartmental objectives.

Keep your system and business processes in-sync with IntelliChief Health Check Service.

The Health Check consists of:

System & Software Analysis
Your IntelliChief analyst will review the performance of the software based on the currently running version and configuration. They will compare this information against IntelliChief's current best practices and latest software release. The intent is to determine if there are new features, changes or configuration enhancements that will benefit your environment, as well making sure the underlying hardware and operating system are promoting performance. The IntelliChief analyst will also speak with your IT representatives to understand if there have been any observations associated with the operation of the system.

IntelliChief Business Process Analysis
IntelliChief will review how the system is set up to support your current business processes based on the configuration of your workflow.

IntelliChief recommends breaking out the business process analysis to those functions within a specific set of processes. For instance, the health check could focus on Purchasing or Accounts Payable within the Purchase to Pay processes. The IntelliChief analyst will chair review meetings with each of your groups that interact with the system. The intent of these review sessions is to compare current configuration with your business practices, and to listen to your users who are involved to gather questions, concerns and suggestions about improvements to optimize functionality and benefits. Additional activities during this process may include shadowing key members of each team to view their interactions with IntelliChief.

Health Check Output
At the conclusion of the analysis, your IntelliChief analyst will compile the information into a report that outlines each suggested improvement and the justification for the change. This information will be shared and reviewed with you, so that you and IntelliChief can establish a road map of modifications to ensure your teams are operating at their fullest capacity with the system.

Pricing & Scheduling
IntelliChief recommends a 3-day engagement to cover the operating environment, with at least one group currently involved in IntelliChief. Day one will cover the operating environment, day two the workflow and usage by the team you select, and day three encompassing the write-up and review of the analysis with you, sharing opportunities discovered and recommendations for optimization.

To schedule your IntelliChief Health Check Service to keep your system and business processes in-sync, contact your IntelliChief Account Executive, or call 813.971.9500.

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