Green Initiatives at the Space Needle
Workflow Digitization

The Project:
Space Needle, LLC is seeking a move to a greener and more efficient electronic billing, invoicing, and records sharing system within the organization, with ability to share outside the organization. The company was seeking a digital process and invoice approval system to convert manual entry and workflow procedures and replace the antiquated format and practices already in place.

The Technology:
This Capstone investigated emerging industry technologies surrounding electronic receiving, invoicing, and workflow with particular consideration of processes in document management and department budgeting and approval. With the recent emergence of Optical Character Recognition technology (OCR technology), to commercial markets, this type of software is now available for mass use.

Software Evaluation & Recommendation:
This project looked at several different software tools and examined each in depth. Vendors were selected and contacted for demos, pricing, and length of implementation. Sponsor was presented with the top three options and pros and cons for each. Final decision was reached and software will be purchased and implemented in early 2016.

Deliverables and Impact:
By digitizing workflow and approval processes, Space Needle, LLC, will streamline procedures and reduce error and outmoded forms of manual data entry. Project impact includes elimination of misplaced files or invoices, instant document retrieval and sharing across the company, and a fit with the company’s new Green Initiatives Mission.

Project Sponsor:
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