

SHRINK

STREAMLINE YOUR HARD COPY STORAGE



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The Shrink process can significantly reduce your operational expenditure by shrinking your need for physical storage space

WHAT IS SHRINK?

EM has developed this very effective tool that is all about streamlining hard copy storage. Shrink looks at how your organisation currently manages and stores hard copy information, shows you where efficiencies and cost savings can be made, then carries out the job of shrinking the amount of physical space you need.

DO YOU NEED SHRINK?

If you are thinking about improving your existing workplace or moving to new premises, the Shrink process can add significant value to the project. It allows you to:

- Obtain an objective analysis of a workplace to determine space, layout and resource requirements
- Base important decisions about your workplace requirements on real numbers
- Take into account work styles, culture, information needs, management directives and change issues
- Encourage staff buy-in on the change to their workplace
- Reduce your risk of loss, damage or destruction of important records
- Enact the change with minimal disruption to your core business
- Put in place controls to ensure that hard copy storage issues do not arise in future and space reduction is maintained

CLIENTS

EM has saved serious money for clients by reducing the need for on-site storage:

- One client reduced the space needed for storage by over 50% when they moved office
- Another client was able to redeploy \$1.8 million worth of office space to more productive purposes

Shrink project clients include ABN Amro, Babcock & Brown Power (SA), Centre for Health Promotion, Environmental Protection Authority, Macquarie Bank (SA Branch), PTTEP (Thailand), Santos Ltd and the South Australian Tourism Commission.



HOW DOES IT WORK?

There are six items in the Shrink Range:

- **Shrink Analysis:** An independent and objective analysis of a workplace to determine space, layout and resource requirements
- **Shrink Sort:** Identifies and eliminates unwanted hardcopy information and sorts the remainder for storage in the most efficient location
- **Shrink Storage:** Provides a range of options with recommendations to help you decide and plan medium and long-term storage needs
- **Shrink Cleanup:** Transfers hard copy documents to their proper locations
- **Shrink Move:** Ensures that all reduction is completed by the deadline, with minimal disruption to your business
- **Shrink Sentencing:** Determines how long each record should be retained so that excess hard copy storage issues do not arise in future

You may need one, all or a combination of these: they can be mixed and matched to suit your needs.

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