

DCI INSURANCE MARKET REGULATION DIVISION SHAREPOINT SITE

PROBLEM STATEMENT

The Insurance Market Regulation Division within DCI has historically stored documents regarding division processes and procedures in individual Word documents. These Word documents have been scattered across multiple shared drives throughout the division. This made finding the most current and correct document cumbersome and time-consuming.



ACTION

The Insurance Market Regulation Division has built a centralized knowledge repository through SharePoint to organize and document division processes and procedures. This is an intranet site where access is only given to employees of the division who need those documents.



RESULTS

Moving the information to the SharePoint intranet site has addressed several key concerns with the old method by providing a single source of truth in an easily accessible and centralized location. This has standardized where the information is kept and how it is shared, saving time and energy while increasing accuracy.

