



Peter McDermott - filing and document management consultancy



Peter McDermott can be contacted on 01344 779 438
Filing and document management consultancy

Peter leads an independent consultancy business specialising in filing and document management and having no links with hardware or software vendors.

The consultancy provides quality solutions to minimise paper and frequently achieves reductions of between 40% and 80%. The effect of this is to generate cost savings and enable a clean, uncluttered environment to be created by the designers. Less paper releases more space and produces a calm, orderly environment with happier staff. The systems set up are easy to manage and the paper mountain does not recur.

The principals, Moira and Peter McDermott, have been trading as a partnership since 1992 following extensive experience in corporate documentation. The business became a limited company in 2000.

They are normally called in to consult on office move projects - frequently very large ones - and their client list is testimony to the position they enjoy in the market. Key case studies are: HSBC's move to Canary Wharf which involved the consultancy with the largest single-occupancy building in Europe (8,500 staff), British Airways Waterside (2,500 staff), and Ernst & Young's London reorganisation project (1,500 staff).

A typical project will embrace the following:

- Fact gathering
- Consultation
- Reporting
- Providing recommendations - backed up by: survey data, analysis and action plans
- Implementation with project management support

In particular, the consultancy has designed and implemented classification systems which enable existing paper and software systems to be integrated, productivity increased and foundations laid for Knowledge Management.

From simple file audits to complete classification systems, from recommendations on retention policies and archiving, to full project management and implementation, the solutions will have a positive impact on your environment and working methods.