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White Paper: What do I need to know? What do I need to do? Making sense of the data

If there is one thing that is clear with the current Coronavirus situation is that we are not short on data. Even on a single source such as the BBC there are numerous different ways in which the latest information and news can be accessed:

- Constantly updated news website.
- Virtually continuous news coverage on main BBC channels (BBC1 and BBC2).
- BBC News channel and BBC Radio 5 Live.

Information overload!

Whilst having these various sources should mean that we are very well informed there is a real danger that we can get swamped. Trying to understand what is new, what is relevant, and what is important to each viewer and reader. It is easy to feel overwhelmed to the extent that hours can be spent searching through different information sources, often reading through old articles which have been only slightly updated or, alternatively, switching off completely. What is difficult to identify is: 'Is there something here that I need to know?' and 'Is there anything that I need to do as a result?' There is so much data and yet it is still so difficult to identify what is truly important.

Such a situation can also take place at work, the amount of data available grows exponentially and yet it is increasingly difficult to identify what is important, what is useful background information, and what is completely irrelevant. Being swamped with data can be an anxious experience and so anything that can help sort the important from the interesting from the trivial can only help. At least emails generally arrive at a single place where they can be sifted and reviewed.

However, when it comes to working on projects things can become even more difficult with actions arriving piecemeal through meetings, in emails, and on calls. It seems that the almost the first action for someone running a small or medium sized project is to create a spreadsheet to track the actions created. Sometimes these are shared through a system such as Sharepoint but often they are emailed out to the project team, further increasing email traffic. How many of us have set up our own

spreadsheet to try and keep on top of our various actions across the projects with which we are involved. Whilst spreadsheets to manage the actions are easy to set up, they can be difficult to share, time consuming to manage, and can quickly grow out of hand. Version control is also a problem adding to the confusion across a business.

The right information at the right time from the right people

Within Tracsis we aim to address all of the issues with such action related spreadsheets whilst maintaining their flexibility and ease of setup. A new module, known as TRACtions, has been created which can be set up across a business so that projects can add actions to a central system. Each user can then configure their system such that it can answer the two key questions, '*What do I need to know?*' and '*What do I need to do?*', which we abbreviate to N2K/N2D. This removes the data overwhelm and allows each user to focus on the relevant activities and actions which affect them. A wider review of the data is of course possible to allow for more general analysis and reporting.
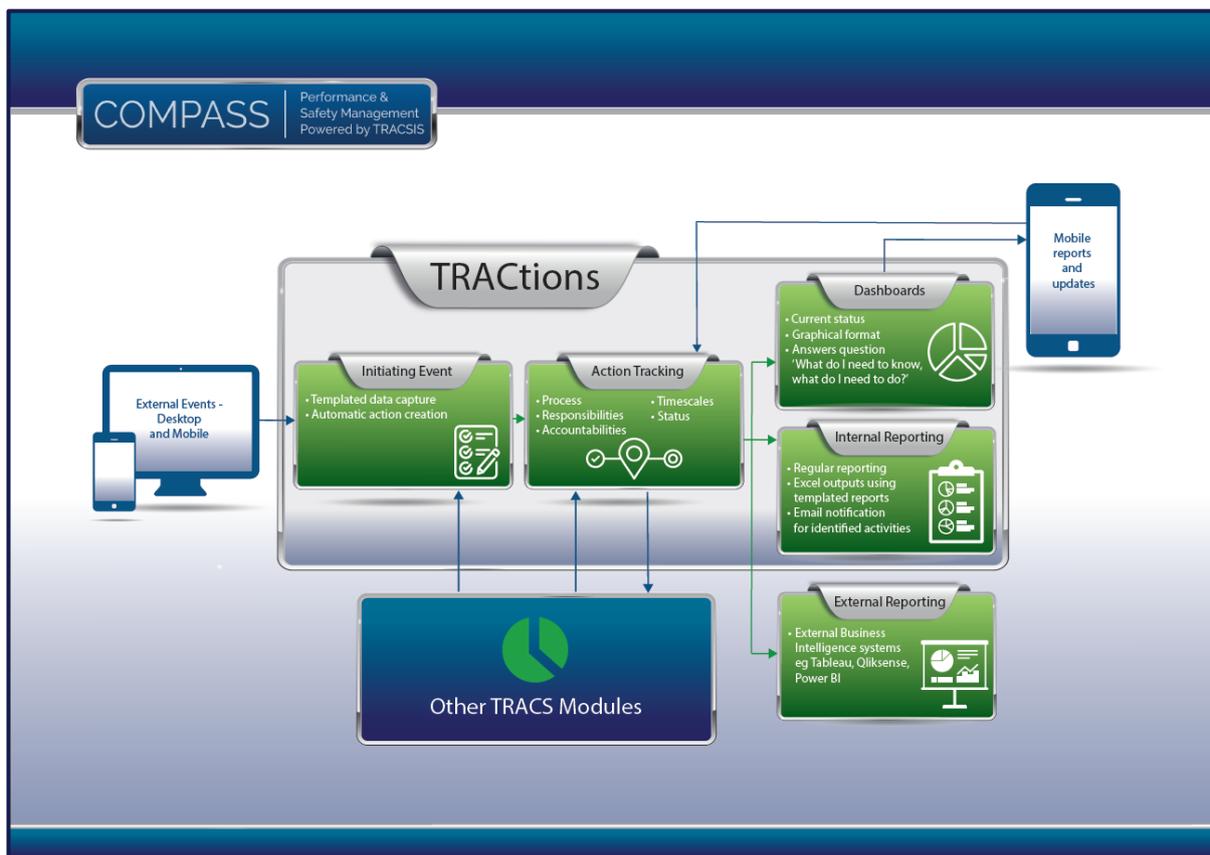
The use of a central system provides the benefit of ensuring that information is always kept up to date and can be shared across the business, however this does mean that confidentiality can become a potential issue. In order to mitigate this, a strict access regime has been built into TRACtions, ensuring that users are able to view only the actions and processes to which they have given specific access rights.

TRACtions has been developed to operate as part of our main Compass system and as an independent module to work with other Tracsis products as well as third party systems.

For more information on how this innovative module could assist your business, or to arrange for a demonstration, please contact us today on the details below.

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