

# 5 steps to Going Digital in Education



**IDENTIFY GOALS**

**AUDIT PRACTICES**

**IMPLEMENT CHANGE**

**MAKING PROGRESS**

**SUCCESSFUL DIGITALISATION**

As the education sector faces crippling pressure to do more with less – it is digital transformation that will help educators to ease budget pressures and maintain their focus on delivering positive learning outcomes.

There is a clear appetite for digital innovation across the sector and 79%<sup>1</sup> of educators want to be regarded as digital centres of excellence in the next five years – yet the education sector is still the furthest away from achieving paper less working.<sup>2</sup> It is estimated that up to 80%<sup>3</sup> of a university's carbon footprint is caused by the behaviours of staff and students, 92%<sup>4</sup> of staff regularly print out emails and 96%<sup>5</sup> print on only one side of the paper.

A simple five-step process can help educators embrace digital freedom, reduce the reliance on paper and secure a return on investment in less than 18 months.<sup>6</sup>

## 1

**100% use of paper**

### IDENTIFY GOALS

Paper heavy practices slow educators down, make faculties less mobile and hamper efficiency.

**Recognising that sizeable financial and efficiency gains can be made by streamlining processes will help to identify your goals for digital transformation.**

**70%**  
of all change plans fail  
- which can, in part, be attributed to poor leadership & goal setting  
*McKinsey*

## 2

**100% use of paper**

### AUDIT PRACTICES

A comprehensive print management services audit will identify where potential reductions in paper consumption can be made with the adoption of smarter working practices and enhanced digital workflows.

**DMC Canotec can uncover the hidden costs of printing in your organisation and find the right solution to rationalise your document environment.**

“Paper, printing, filing and the cost of storing and maintaining paper files make up a significant overhead for educators – finding ways to instil new behaviours and promote better practice starts with understanding where improvements can be made.”

## 3

**80% use of paper**

### IMPLEMENT CHANGE

Make change achievable and start by implementing print management technologies, workflows and processes gradually – all supported with plenty of training and onboarding to ensure understanding and long-term adoption. The introduction of new ways of working will start to yield almost immediate benefits.

**DMC Canotec can find and implement the right solution for your organisation from managed print services to managed document services and unified communications.**

“A technology solution will only work if you plan a roll-out programme and take the time to invest in implementation, supporting staff as they accept change and embrace new ways of working.”

## 4

**50% use of paper**

### MAKING PROGRESS

A 50% reduction in paper is a key milestone on the road to greater business efficiency and the result of a commitment to making increasingly paper-less working the new norm.

**DMC Canotec bridges paper and digital worlds by using market-leading multifunctional devices (MFDs) to transform paper-driven processes into agile, more user-centric workflows and create real value through lasting behavioural change.**

“The only sustainable advantage you can have over others is agility.”

*Jeff Bezos  
Amazon Founder.*

## 5

**20% use of paper**

### SUCCESSFUL DIGITALISATION

Digital transformation is a journey, not a destination and is almost certainly part of wider organisational and cultural change. An 80% reduction in paper is possible with a full commitment to digital transformation and will deliver greater cost control, faster decision making, improved document security, enhanced productivity and the potential for increased revenue.

**DMC solutions enable educators to drive collaboration and smarter decision-making, by embedding new technologies and workflows that support more agile ways of working and improve efficiency, transparency and accuracy.**



**Going paperless** can improve staff productivity by nearly

**30%**  
AIIM market survey

**Finding ways to reduce paper waste not only delivers immediate cost-savings and improves environmental responsibility for higher education providers, it marks an important step on the journey to digital transformation.**

As educators recognise the need to be smarter, faster and better in all aspects of their operations, systems such as DMC Canotec's Document Management and Managed Print Services (MPS) become an even more important part of a wider digital response to the changing demands of education.

Challenging the traditional MPS model and promoting broader digital transformation, DMC Canotec combines workflow automation, intelligent data capture and cloud communications to help educators control costs, maximise staff productivity, improve operational agility and deliver better learning outcomes.

Discover how DMC Canotec can help you begin your digital transformation,  
[www.dmcplc.co.uk/education](http://www.dmcplc.co.uk/education)



<sup>1</sup> The Research Report UK: The road to digital learning. <sup>2</sup> Open Access Government: Education sector furthest away achieving paperless working. <sup>3</sup> The Guardian: Mortarboard; People and Planet. <sup>4</sup> Nuance: Paper waste in education, healthcare and legal industries. <sup>5</sup> Nuance: Paper waste in education, healthcare and legal industries. <sup>6</sup> McKinsey.