

Interview Questions for managers/directors

Why has the department kept with the current paper documentation so far?

If there are plans to move towards digital documentation, how long have there been plans for?

If there have been plans for that long, why hasn't digital documentation been implemented yet?

On average, how much paper is used per material inspected?

Given how much paper is used per material inspected, and the price of paper, can you provide an estimate on how much this costs the company annually?

What are all the requirements and steps necessary to successfully approve and implement a digital documentation system?

Can you provide an estimate on the cost to implement a digital documentation system?

Is there a digital system that is currently used in other departments/companies that you know of which can be modelled after/reused?

Do you think it would result in time saved if digital documentation replaced paper? If so, where do you think time could be saved and how much time?

What challenges do you think there would be implementing a digital documentation system in the department?

Overall, what documentation system do you think would be better for the department and why?

Interview Questions for current employees

Do you think all areas of your work could be simplified by digital documentation?

If not, what are the areas of your work where paper would be more efficient/simple?

In your opinion, has the company pushed for digital documentation?

What documentation system do you prefer and why?

How do you think technology could be implemented in your workflow to improve efficiency (does not have to be specifically for documentation)?

What challenges do you think digital documentation could face if it were implemented in your work?

In your opinion, should the department keep current documentation practices or push for digital and why?