

DIGITAL TOOLS IN MANAGEMENT SYSTEMS



Management Systems require controlling vast amounts of information:

Documents

Records

Indicators

Audits

Risks

Corrective actions

Evidence

Digital tools enable organizations to:

- ▶ Centralize information
- ▶ Improve process traceability
- ▶ Reduce errors from manual data handballing
- ▶ Facilitate access to real-time information
- ▶ Enhance evidencebased decision-making

Key features of digital tools ▶

Smart checklists

- ✓ Customized questions
- ✓ Templates & recommendations
- ✓ Evaluations criteria
- ✓ Photo evidence
- ✓ Comments

Flexible & scalable

Roles and responsibilities

Real-time dashboards

Executive-ready reports

Export & customization

Dashboards & metrics

KPI tracking

Trend analysis

Deviation identification

Data-driven decisions

Task management

09 AM

Owners &
deadlines



10 AM

Automated
reminders



11 AM

Alerts &
notifications



12 PM

Real-time
tracking



01 PM



Risk management



Dynamic matrices

Treatment plans

Owners & follow-up

Continuous monitoring

Complaint management

- Logging & investigation
- Root cause analysis
- Follow-up actions
- Clousure & traceability

Non-conformity management

Detection & classification

Root cause analysis

Corrective actionst

Monitoring &
effectiveness verification
of corrective actions

Closure & traceability

Digital document managment

Manages:

Procedures

Policies

Manuales

Records

Approved versions

Change control

References:

Deloitte. *Digital Transformation: The Future of Business*. Deloitte Insights. 2023.

McKinsey & Company. *The economic potential of generative AI: The next productivity frontier*. 2023.



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