

# Archer Document Governance

## The Challenge

In today's rapidly evolving business landscape, organizations must respond quickly to changes in regulations, market conditions, and other external factors that can impact their operations. Remaining agile to change while also adhering to internal policies and external regulatory requirements requires an approach to Policy Management that is proactive in policy development, collaborative in regular reviews and updates, and efficient and effective in communication, to ensure that they remain relevant and effective.

Most organizations utilize desktop tools (MS Office, Google Docs, etc.) to develop these critical documents. These tools, even when paired with some workflow capabilities or processes, lack auditability and consistency. While the tools do capture edits and support common templates, organizations using this approach end up with multiple document formats and versioning issues and lack the traceability necessary to demonstrate appropriate oversight.

## Overview

Archer Document Governance is the next step in ensuring a robust governance process is overlaid on to the management of critical documents. Given the complex nature of organizations and the need to streamline reviews, approvals and sign-off of corporate practices, Archer Document Governance enables an enterprise scale capability to bring consistency and auditability to the process. With Archer Document Governance, documents can be managed via a defined workflow, there is a common source of truth and critical documents have a clear 'chain of custody' throughout the management lifecycle.

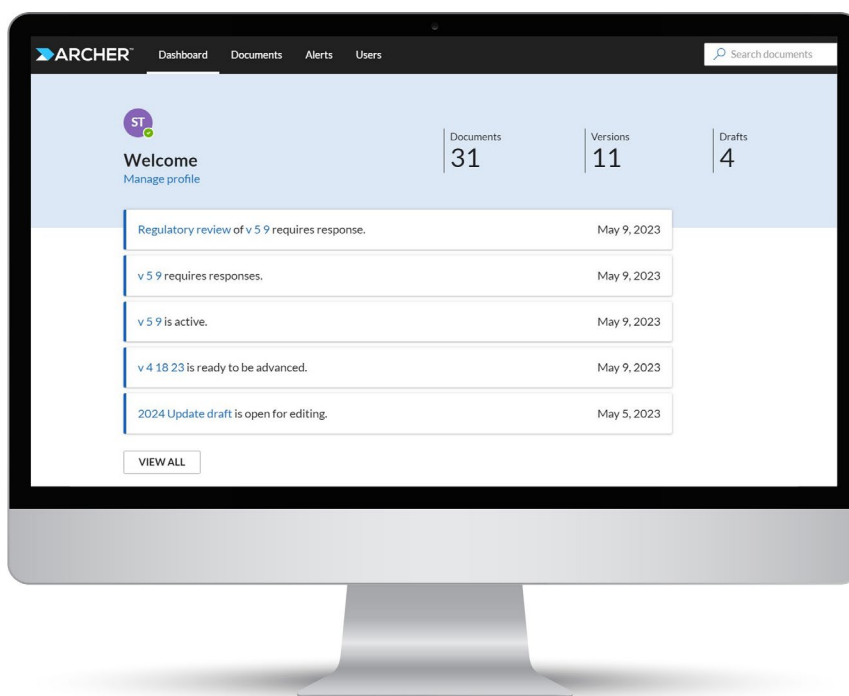
Document Governance delivers to customers a number of enhanced use cases, including Enterprise Policies, Operating Procedures, and Audit Workpapers, all of which can help accelerate review and approval workflows, maintain a single source of truth for critical documents, and even improve the speed and accuracy of responding to audit requests. These capabilities will be integrated with existing the Archer Policy Program Management solution, but will also expand well beyond policies to deliver improved control and compliance across a broad range of key documents and content that drive today's complex businesses.

GRC/IRM platforms take an important step in establishing a central repository for risk- and control-related data ensuring the organization has an established taxonomy for corporate guidance. This allows the organization to assign accountability for controls and corporate practices. In addition, Archer enables a granular level of mapping between external and internal obligations such as industry or regulatory requirements and internal controls.

Archer Document Governance is a highly configurable and secure content workflow and editor application that is easy to integrate into your ecosystem for managing policies. It gives you more control and speed over editing, approval and roll-out of critical content for enterprises to respond to new regulatory needs or growing audit requirements.

## Features

- **Flexible collaborator roles (full, edit, comment, read-only):** Archer Document Governance allows you to set default by user or user group, as well as setting multiple roles within a single file (some can edit, some can comment only, some can read only).
- **Template management:** with Archer Document Governance you can control / enforce template set-up section by section within a document. It also enables simple access / selection by any user for the right template when creating a new file.
- **Concurrent workflow:** Archer Document Governance imposes no practical limit on concurrent editors. Most currently used tools force a check-out approach that creates risk of locking contributors out of conflicting edits.
- **Audit history:** Archer Document Governance supports an audit-ready tracking of edits / reviews / approvals by party.



## About Archer

Archer is a leading provider of integrated risk management (IRM) solutions that enable customers to improve strategic decision-making and operational resilience with a modern technology platform that supports qualitative and quantitative analysis driven by both business and IT impacts. As true pioneers in GRC software, Archer remains solely dedicated to helping customers manage risk and compliance domains, from traditional operational risk to emerging issues such as ESG. With over 20 years in the risk management industry, the Archer customer base represents one of the largest pure risk management communities globally, with more than 1,200 customers including more than 50% of the Fortune 500.

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