

Enterprise Content Management



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About the Presenter

Norm Weiner

- 25 years' experience as CIO, VP & Director
- Providing IT strategic planning, operations,
- and consulting solutions for:
 - Healthcare; Law Firm & Legal
 - Education; Technology



Learning Objectives

**Can ECM software
solve all of your problems?**

Learning Objectives

How to get started evaluating, buying, and implementing an ECM system that will meet your expectations

Learning Objectives

**How to manage content
stored in multiple locations?**

Can ECM Software Solve your Problems?

Can ECM Software Solve your Problems?

Yes

Perhaps

No

Where to Start

What is ECM?

Who asked for it?

Who is the “driver?”

What problem will ECM solve?

Political will for organizational change?

Who has the hammer?

Where to Start

Assess and Document:

What happens (business processes)

Where your data resides

What forms your data exists

What types of data you have

Where to Start

What types of data do you have?

Structured – databases

Unstructured

Email

Word

Excel

Social media

It's 5:50 p.m.... Do You Know **WHERE** Your data Is?

Is your data governed?

Retention policy

Records Retention schedule

Taxonomy

Consistent application of rules

Annual review for compliance

Can you Control your Data & Records?

eDiscovery and Legal Hold

Silos of data

Copies of data

Hold status for compliance

Can you Control your Data & Records?

Remote locations
Cloud based repositories

Strategic

Support from executive management

Business case

Return on Investment

Highly collaborative

Impacts everyone

Must have enterprise consensus

Do not pass Go, Don't collect \$200, or
proceed to the next steps

Evaluate, Buy, Implement

RFI/RFP process

Review rapidly changing ECM
vendor landscape

Contract Negotiation

Defined project plan

Harvest “low hanging fruit” for
early success

Questions?

Thank You

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