Enterprise Content Management Update

Presented to

Business Technology Services Board

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What is ECM

Broad term covering the following:

- Document imaging and storage.
- Document control and version management.
- Workflow and process management.
- Content search and retrieval.
- Web and online content management.

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County ECM Current State

- Numerous basic imaging solutions already in use.

- Most current ECM solutions are vertical implementations.

- Minimal Enterprise ECM standards.

- Potential County ECM overlap and redundancy.

- No integration between County ECM platforms and other business systems.

Potential ECM Opportunities

- Potential consolidation of existing ECM solutions.

- ECM requirements have been identified in all Strategic initiatives.

- Real Estate Management study identified significant potential cost savings.

- More use of ECM collaboration tools to streamline processes and improve service levels.

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Next Steps

- Establish ECM stake holders steering committee.

- Investigate and validate ECM opportunities.

- Review potential ECM platform options.

- Assess potential ECM costs and savings.

- Develop initial ECM strategy.

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Q & A

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