

VALUE TO YOU

- *Leverage SharePoint as a content repository and a user interface into ECM repositories to improve usability*
- *Enable knowledge workers to access all content repositories from a familiar application, reduce training requirements and improve user adoption*
- *Reduce storage management costs: 20-30% of total storage costs are spent on managing unnecessary content*
- *Index and Categorization Management tools allow for the identification, categorization, and migration of shared network drive content into a managed environment.*

CONTACT US

Gimmel Group, Inc.
24 Greenway Plaza,
Suite 1000
Houston, Texas 77046
Tel 713.586.6500
Fax 713.586.6501
gimmel.com

Share Drive Analysis and Migration

Solution to Integrate SharePoint and Enterprise Content Management and Records Management Repositories

Introduction

The Enterprise Content Management and Records Management (ECM/RM) marketplace continues to grow 12% annually with an estimated \$2.9B spent on ECM software and maintenance. Even with this investment, the typical organization has only managed to capture 5 to 15% of their business documents and records management inventory. The vast majority of business documentation remains stored on, and retrieved from, shared network drives.

Historically, organizations have provided their employees with an abundant amount of storage space encouraging an employee perception that shared network drives provide inexpensive and safe file storage. Unfortunately, perception is not reality when it comes to the true cost of storing and maintaining these files. Generally not considered when evaluating the true cost of shared network drives is the amount of time required to sort through folders identified by cryptic or unfamiliar naming conventions, folders containing hundreds or thousands of files, and identifying the latest version of a file, or worse, using an obsolete or amended version of a document as a template or reference document.

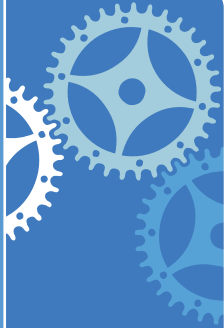
The Challenge

Beyond these costs, shared network drives represent significant compliance and liability challenges. Without any incentive for employees to review and purge documents that no longer provide business value, the volume of non-business critical content continues to grow. Without organization and structure, identifying documents that should adhere to a retention policy is virtually impossible and can leave an organization exposed to risk. Now, introduce e-Discovery and there are costs to have staff look through irrelevant documentation in response to a discovery request, and even more significant, costs to have attorneys review all documents.

Periodic cleanup initiatives, point-in-time purges, and IT or Records Management ultimatums can provide short-term fixes but frustrate knowledge workers and do not address the root cause of the problem.

The Gimmel Approach

Gimmel works with our clients to develop an ECM/RM program that allows an organization to migrate away from shared network drives and into an environment that provides structure, organization, and the automated application of retention policies to content. Our solution is specifically designed so that it does not significantly impact end-user productivity or require employees to learn to apply complex records management rules.



VALUE TO YOU

- *Retention management – consistent application of retention policies without a dependency on end-user knowledge of records management policies*
- *Improve eDiscovery accuracy and efficiency leveraging meta-data that does not exist in a network shared drive environment*

About Gimmel

Gimmel Group is a leading professional service firm offering a range of information technology services. We help the world's leading companies improve business performance and compliance through the effective planning, implementation and integration of: Enterprise Content and Records Management, Geographic Information Systems, and Web Design & User Experience.

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Share drive analysis, clean-up and migration are performed in phases across the enterprise using our Index and Categorization Management solutions. Gimmel builds and populates the content queries necessary to leverage our tools to identify duplicates, electronic trash and other files that can be deleted. Typically, the results of this process allow an organization to reduce the volume of content on network shared drives by 20 – 30%. Additional custom query sets can be developed for content that needs to be migrated into an ECM/RM system and provide:

- Focused and accurate litigation holds for preservation collections
- Targeted migration of content to standard enterprise repositories
- Comprehensive records categorization to enable automated retention decisions
- Increased staff productivity and system integration through document tagging
- Information management decisions based on the information that actually exists, rather than just the information an organization believes exists
- Vital record protection

Gimmel Differentiators

Gimmel consultants have developed a proven and compliant approach that leverages lessons learned, user experience feedback, “out of the box” product capabilities, readily available technologies, and an appropriate level of governance to ensure compliance with retention management initiatives. This process does not require employees to understand what a record is, how to identify a record, or apply a retention value. Gimmel has successfully introduced this approach for individual organizational units and large corporations.

The Solution

The formula for success includes:

- Development of a strategy and plan to identify, categorize, and migrate valuable business content along with purging the content that no longer holds any business value. Examples of files that can generally be purged include duplicate files, drafts, temporary files, and backup files.
- Adoption of a lifecycle model that discourages employee use of network shares and encourages the use of tools that provide additional structure and the automation of classification decisions without significantly impacting work habits.
- Leveraging an organization's investment in ECM technologies for secure storage, versioning, the consistent application of retention rules, and in many cases, improved SharePoint site performance.
- Promoting the introduction of Microsoft SharePoint as a common user interface to encourage user adoption, introduce automated categorization, and provide users with a standard collaborative work environment.

For More Information regarding this solution, contact Gimmel at 713-586-6500 or e-mail sales@gimmel.com.