

Shared Drive Analysis, Cleanup, and Migration

Consistent access to an abundance amount of data storage has given knowledge workers a perception that shared network drives provide inexpensive and safe file storage. Generally not considered when evaluating the total cost of shared network drives is the amount of time required to sort through folders identified by cryptic naming conventions, folders containing thousands of files, and identifying the latest version of a document. Without structure, identifying documents that should adhere to a retention policy is virtually impossible and can leave an organization exposed legally. If faced with e-Discovery, staff reviewing irrelevant documentation increases costs.

The Challenge

Periodic cleanup initiatives can provide short-term fixes but frustrate knowledge workers and do not address the root cause of the problem: a lack of true content management. Studies show that 80% of an organization's knowledge is not in enterprise databases, but in documents. Of that "unstructured content", only 10% is ever migrated to an Enterprise Content and Records Management (ECM/RM) system.

The Solution

Gimmel's **Share Drive Analysis, Cleanup, and Migration** program takes an enterprise-wide approach to evaluating the content residing on shared network drives and implementing a content-based plan. The Gimmel FOCUS methodology is a best practice methodology designed to deliver consistent, high quality output through a standardized process, address the complexity of the ECM/RM domain, and expedite solutions to deliver measurable results.

Phase 1 - Assess - Our approach begins with an Information Management Business and Content Assessment. The *business assessment* looks at current business goals and priorities, litigation processes, records management policies and schedules and IT practices. The *content assessment* reviews existing content on network shares to identify opportunities and concerns as they relate to content cleanup and migration.

Phase 2 - Transition – Based on the information discovered during the Assessment phase, an Information Management Plan addresses:

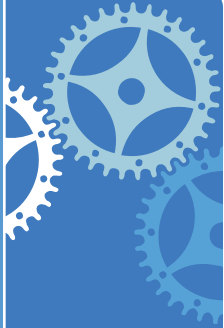
- Non-records (eTrash) that can be compliantly deleted
- Applications, web content, and databases that should be stored on dedicated servers as opposed to content repositories
- Level of effort required to apply records management rules to help the organization achieve greater compliance

Value Propositions

- *Development of a content strategy to identify, categorize, and migrate valuable business content*
- *Leverage investment in content and records management systems*
- *Reduce time legal staff, records managers, IT and users spend accessing documents*
- *Reduce storage management costs*

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- Tagging and migration of remaining high value content in a way that optimizes business productivity and compliance.
- Needs for establishing governance, identifying standards, and change management

Phase 3 - Implementation - Once the plan is developed and approved, the next step is to populate queries and operate the Information and Classification Management (ICM) tool. The cleanup leads to a prioritized list of projects. Query sets can address:

- Records Management Categorization
- Litigation Hold Preservation
- Migration Bulk Load
- Custom Business Productivity Tag
- Information Management Alignment Task
- Vital Record Protection

Phase 4 - Sustain – To ensure that an organization’s shared drives continue to adhere to established guidelines, Gimmel will establish a program to run periodic queries to identify “delete-able” content.

For More Information

For more information regarding this solution, contact Gimmel Sales at 713-586-6500 or sales@gimmel.com.

About Gimmel Group

Gimmel Group is a nationally recognized consulting, professional services and solutions firm that helps the world’s leading organizations improve business performance and compliance through the effective planning, implementation and integration of: Enterprise Content Management & Records Management (ECM/RM), Geographic Information Systems (GIS), and Web Design & User Experience.