

Enterprise Content Management

INFORMATION AT YOUR FINGERTIPS

COMTECH SOLUTION

ENTEPRISE CONTENT MANAGEMENT

- Develop Roadmap for Content/Document Management

- Security
- Failover/DR Plan
- Electronic/Digital Signature Implementation

- Requirements Analysis
- Governance Policy Development
- Taxonomy/Object Model Development
- Retention Policy

- O&M
- Workflow Development
- Customization

- Mobility

THE ROADMAP

MODERNIZING YOUR CONTENT MANAGEMENT SYSTEM

1. Identify key stakeholders (participants)
2. Define a project charter
3. Assessment of current state
4. Establish vision for future content management
5. Analysis of gap between current and desired states
6. Plan/Prioritize Initiatives

ASSESSING EXISTING STRUCTURES

MAKING CONTENT SEARCHABLE AND PRESENTABLE

Governance	Policies and procedures
Information Architecture	Organization and tagging
Business Process	Workflow analysis
User Experience	Easy access
Technology & Applications	Existing and new systems
Business Value	Compliance, Efficiency, and Security

MIGRATION TO PAPERLESS

COMTECH'S PAPERLESS STRATEGY

1. Determines what to do with current and future documents
2. Considers hardware/software to convert documents to digital
3. Incorporates process for converting existing forms
4. Assists with determining process for new forms
5. Accounts for security of documents/information

File
Structure
Plan

Search
Strategy

Scanning
Needs

Digital
Document
Storage
Solution

Digital
Signature
Strategy

Information
Rights
Management
Functionality

Data
Backup
Strategy

System
Training



MIGRATION TO PAPERLESS

BENEFITS



Cost



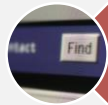
Productivity



Storage



Security



Accessibility



Mobile



Environmental impact

OPERATIONS AND MAINTANANCE

MIGRATION AND SUPPORT

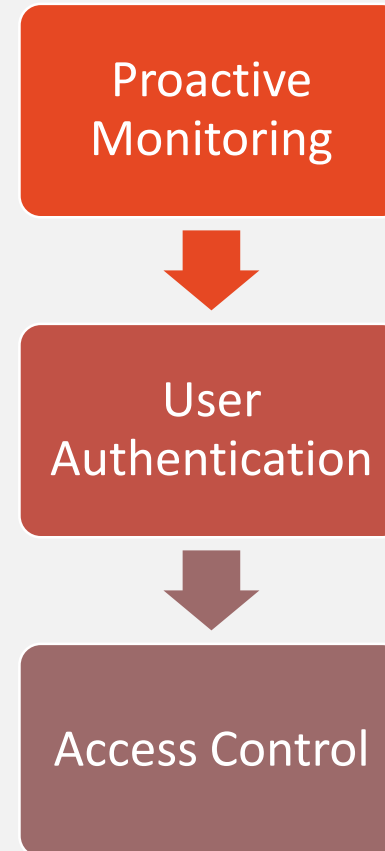
- System preventative maintenance, patches, and hot fixes
- Training for partner applications and any custom applications
- Helpdesk and user support
 - Help Desk Tiers 0-3
 - Off-shore, near-shore options



SECURITY

PROACTIVE AND REACTIVE

- Comprehensive security policies
- Proactive monitoring
- User authentication
- Access Control
- Digital Signature Strategy
- Disaster Recovery
 - Failover/DR plans



COMTECH'S ADVANTAGE

WHY CHOOSE US?

Experience

- Federal Aviation Administration (FAA)
- General Services Administration (GSA)

Strategic Partnerships

- EMC (Documentum), Alfresco, Google and SharePoint for managing content/documents
- Cloudera and MapR for managing big data

Innovation

- C3-PO
- Custom application and cloud capabilities

Quality

- Certifications/Appraisals
- Skilled Business Consultants & Subject Matter Experts (ITIL & PMP Certified)

Price

- Competitive Pricing