

ECM & Document Capture



for SharePoint!



What is ECM & Document Capture GamePLAN for SharePoint?

- 2 to 5 day in-depth product overview, planning and design sessions to help you implement a comprehensive, **Enterprise Content Management (ECM) and Document Capture Solution** using SharePoint
- Demonstrations of how SharePoint 2010 and various third party products and web parts can be combined to create a comprehensive and flexible ECM platform
- Targeted knowledge specific to your organization's business needs
- Conducted by distinguished SharePoint MVPs and ECM Architects

Who is GamePLAN designed for?

- Anyone currently using or considering SharePoint and in need of a comprehensive ECM and/or Document Capture solution
- IT Directors, ECM Architects, Records Managers and Knowledge Workers who need ECM and Document Capture to effectively and strategically manage documents and content throughout the organization

Benefits & Deliverables

- Identification of key business drivers, technology, process improvements, and goals for ECM and Document Capture initiatives
- Greater awareness of SharePoint's ECM capabilities
- A customized roadmap and strategy, with milestones and estimates, for implementing an ECM & Document Capture solution

ECM & Document Capture GamePLAN Outline

ECM & Document Capture Overview	▶
<ul style="list-style-type: none">• Overview of ECM & Document Capture Concepts and Considerations• Review ECM, Records Management, and Document Capture features in SharePoint• Discussion of 3rd party tools & web parts	
Assessment	▶
<ul style="list-style-type: none">• Review/Refine ECM & Capture requirements• Analyze content sources, sizes and volumes• Assess migration and/or connectivity options• Identify hurdles, risks, concerns, success metrics, ROI, etc.	
Learn Best Practices for:	▶
<ul style="list-style-type: none">• OCR, Image and Metadata Capture• SharePoint's Managed Metadata & Document ID Services, Enterprise Content Types, etc.• Supporting hybrid ECM environments• Migration from existing ECM platforms• Taxonomy, Governance & Compliance• Document Storage & Archival• Search, Auditing & eDiscovery• Process Improvement & Automation• Infrastructure & Administration• Training & Adoption	
ECM & Document Capture Roadmap	▶
<ul style="list-style-type: none">• Analyze current state and create a vision and roadmap for utilizing SharePoint, in conjunction with capture technologies, to create a comprehensive ECM solution• Develop requirements, initial taxonomy, infrastructure plan, and 3rd party tool selection• Map out 1-3 and 6-12 month milestones for implementation, deployment and training	

GamePLAN Artifacts

- Detailed session notes and vision for ECM and Document Capture strategy using SharePoint
- Best Practice recommendations and Solution Roadmap including tasks, milestones, estimates, roles and responsibilities
- Outline of potential risks and mitigation strategies
- Recommendations for leveraging additional products and services

Additional Services

- Demonstration and overview of advanced SharePoint features and functions
- Proof of concept design and development
- Installation of SharePoint “sandbox” and high level training for hands-on use of SharePoint
- Business Solutions Built on SharePoint
- Using Team Foundation Server (TFS) for Project Tracking, Source Code Library & Build System
- SharePoint Architect Placement Services
- SharePoint Mentoring
- SharePoint Audit, Design & Code Review
- SharePoint in the Cloud
- Digital to Digital Conversion Services
- SharePoint Document Capture Technologies

Contact Us Today:

800.445.1279

[**Sales@ShareSquared.com**](mailto:Sales@ShareSquared.com)

[**www.ShareSquared.com**](http://www.ShareSquared.com)

Your one-stop answer for ECM & Image Capture in SharePoint!

GamePLAN Overview

The SharePoint product comprises many facets including Content & Document Management, Search, Collaboration, Workflow, Records Management and Business Intelligence.

Implemented correctly, SharePoint is a powerful foundation for building a scalable, flexible, ECM solution. Leveraging the ECM capabilities in SharePoint requires a firm understanding of the platform and a well-designed plan of execution.

ShareSquared’s **ECM & Document Capture GamePLAN** workshop is an intense 2 to 5 day workshop that provides a detailed assessment of your business needs and a plan to address those needs using SharePoint and various Document Capture and Management technologies.

Brainstorming sessions are used to form a vision and plan for the ECM solution. Workshops include education and a technology deep-dive aimed at your specific business challenges and opportunities. Over the course of the workshop, we will work with you to map out your requirements and discover content sources and processes that can be exposed, integrated, improved and streamlined through the implementation of a comprehensive ECM solution.

The **ECM & Document Capture GamePLAN** workshop is customized to meet your company’s particular needs. The length and breadth of the workshop is flexible and can accommodate organizations new to SharePoint and ECM concepts, as well as, more advanced audiences.

Upon conclusion of the **ECM & Document Capture GamePLAN** workshop, you will receive detailed session notes, strategies and best practices for deployment, as well as, a solution roadmap that positions your organization to leverage SharePoint as an Enterprise Content and Document Management platform.