

ECM made simple



 **TeamSavi**

**A Proven Approach to Deploying
Successful ECM solutions**



C.M. Mitchell Consulting

An Information Management &
Business Process Solutions Provider

ECM Made Simple



**Solutions to enhance your
IBM FileNet investment.**

ERP Integrated With ECM

DocSavi

- + View images stored in FileNet in any Oracle EBS module.
- + Little to no training required.

Enterprise Content Management



Authorized
Software Value Plus
Enterprise Content
Management Solution
Enterprise Content
Management

- + Flexible, easily configured solution for a rich interactive user experience.
- + Achieve maximum compliance with content and workflow tools.

Intuitive User Interface



- + Single user interface for all your ECM repositories.
- + Zero-install MS Office integration for FileNet P8 & CM8

Distributed Document Capture

KOFAX
Partner

Datacap
an IBM® Company

- + Reduce data entry keystrokes via Optical Character Recognition
- + Auto Invoice Creation in Oracle EBS



Information Management Services

Strategic Planning & Direction

Implementing an Enterprise Content Management system requires a well thought-out strategy and considerable forethought and planning to ensure a strong future direction.

- Center of Excellence - Best ECM Practices
- Operating Model
- Program Management
- Governance Programs
- Project Methodology
- Communication Plan



Content Management

Prior to selecting a content management application or determining how it will be deployed, your content and unique requirements of your company must be considered.

- Content Analysis
- Content Taxonomy Development
- Content Security
- Metadata Modeling
- Change Management
- Integration with Office applications/Sharepoint



Business Process Management

Many companies are implementing Enterprise Content Management not just to control and access their content, but to automate their business processes to increase their efficiency.

- Process Modeling
- Process Design & Re-Engineering
- BPM Development
- BPM Monitoring

Data and Document Capture

Defining where content is and how it can be capture is an integral part of content management deployments. Content that is in electronic formats and paper documents must be considered as well as if they will be capture on a centralized or a distributed basis.

- Distributed Capture Design
- Data Capture Optimization and Forms Design
- Integration with Line-of-Business Applications
- Purchasing of Hardware and Software, including Scanners



Records Management

Even if a records management solution is not going to be deployed at the same time as the initial content management application, great consideration should be given to the development of the taxonomy to fit the long term record retention policies.

- Records Retention Schedules
- Records Policies & Procedures
- Compliance and Governance Programs
- Email Management Solutions
- E-Discovery Solutions



Implementation & Integration Services

Many vendors will provide the software implementation services and some training services. But most of the time, additional services are required to ensure a stable system that can be expanded.

- Global Architectural Installations
- Business Continuity Planning
- Migration and Integration Development
- System Performance Tuning
- Testing Services



About C.M. Mitchell Consulting

Founded in 1992, CMMC specializes in helping companies design, develop, and deploy enterprise-level strategies related to Enterprise Content Management, Business Process Management and Oracle EBS solutions.

CMMC consultants average 15 years experience and carry a multitude of product and industry certifications across the entire spectrum of information management. They bring real-world experience from across a wide array of industries, such as Financial Services, State & Local Government, Energy and Insurance.

An example of the type of innovative solutions that CMMC offers is DocSavi. While working with Oracle EBS clients, CMMC recognized that ECM content is most useful when integrated within their business processes. Our team of Capture, ECM, and Oracle specialists collectively designed DocSavi, which seamlessly integrates an ECM system with Oracle EBS by making the content users need available right from within Oracle applications. To learn more, please visit our website at www.cm-mitchell.com.



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