

CA - PMM

Project Name: Enterprise Content Management (ECM)
OCIO Project #: _____
Department: Energy Commission
Revision Date: 7/20/09

Concept Statement

Description

Brief description of the proposed project:

The proposed project is for an enterprise level, electronic document management system which is a formal, structured, IT enhanced system for multiple users across multiple locations. Enterprise Content Management (ECM) systems are commonly capable of tracking changes, storing, version control and retrieving documentation.

Need Statement

High Level Functional Requirements:

Retrieval – A simple retrieval is where the user specifies the unique document identifier, and the system uses a basic index to retrieve the document. An advanced retrieval provides the capability to specify a Boolean expression containing multiple keywords or phrases expected to exist within the document.
Tracking Changes - When, where and by whom was the document created, modified, published and stored?
Versioning - A process by which documents are checked in or out, in order to manage change activity to a specific version of a document.
Electronic Storage - Storage of the documents to include management of the documents; where they are stored, for how long, migration from one storage media to another and document destruction.
User authentication – Check in /out, editing and viewing privileges are controlled

What is Driving This Need?

Geographically dispersed teams need to collaborate with version controlled documentation.
Centralized storage of documents assures availability, and knowledge of that availability, to authorized users.
Electronically stored documents need to be indexed to support efficient and effective retrieval by authorized users.
Security requirements need to be met for document creation, access, retention and destruction.

Risk to the Organization if This Work is Not Done:

Documents continue to reside on personal computers or diverse shared drives with minimal shared access and uncertain backup procedures.
Users do not have visibility to available documents and potentially collaborative resources. Work efforts may be duplicated due to this lack of visibility.
The absence of version control and change tracking could result in people overwriting shared documents or utilizing outdated documents.

Benefit Statement

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Intangible Benefits

Process Improvements (describe the nature of the process improvement):
 Indexed, electronic searches result in efficient discovery of available documents.

Other Intangible Benefits:
 Availability and visibility encourages collaboration on shared documents.
 A centralized repository and indexed search capability improves information sharing among remotely located collaborators.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

Cost Savings (describe how cost will be reduced):
 A centralized, searchable repository lowers costs associated with pretrial discovery of documents that may be involved in a legal action.

Cost Avoidance (describe the cost and how avoided):
 Visibility to available documents avoids duplicate work efforts.

Risk Avoidance (describe the risk and how avoided):
 With a secure, central repository, the Energy Commission voids the risk of loss or the theft of intellectual property.

Improved Services:
 A secure, central repository supports concurrent access to documents, including editing privileges.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	No	Upon arrival (8/18/08) of the new CIO the department began the process to create and update the Enterprise Architecture. This was not submitted for approval until 6/15/09.	6/15/09 Enterprise Architecture submitted

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Business Plan	Yes		
Strategic Plan	Yes		

Impact to Other Agencies

Nature of Impact to Other Agencies

Agency:
<i>Describe the nature of the impact:</i>

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Solution Alternatives

Alternative 1:
Electronic document management - Documents are consolidated into a centralized repository. Access is limited to authorized users. Document changes are

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limited to authorized editors.

Technical Considerations for Alternative 1:

Document storage database.
Document management software.
Document management processes and procedures.
Document storage consolidation of existing documents.
Access and version control.

ROM Cost: \$140,000 to \$150,000

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Make no changes - Documents remain on diverse personal computers or shared drives.

Technical Considerations for Alternative 2:

ROM Cost: to

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Alternative 3:

Technical Considerations for Alternative 3:

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ROM Cost: _____ to _____ Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost			Risk
Electronic document management	\$140,000	-	\$150,000	<i>Lack of funding, lack of processes amd procedures</i>
Alternative 2	ROM Cost			Risk
Make no changes	\$0	-	\$0	<i>Document mismanagement, lack of visibility</i>
Alternative 3	ROM Cost			Risk
	\$0	-	\$0	

Conclusions:

1	
2	
3	
4	

Recommendation:

Electronic document management.

Project Approach (if known)

System Complexity:	System Business Hours: (e.g., 24x7, 9am-5pm) :
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Architecture	<input type="checkbox"/> Mainframe	<input type="checkbox"/> Client Server	<input checked="" type="checkbox"/> Web Based	Num. of New Databases:	1
Technology	<input type="checkbox"/> New	<input type="checkbox"/> New to Staff	<input type="checkbox"/> In-House Experience	Interfaces:	
Implementation	<input type="checkbox"/> Central Site	<input type="checkbox"/> Phased Roll-out		Num. of Sites:	
M & O Support	<input type="checkbox"/> Contractor	<input type="checkbox"/> Data Center	<input type="checkbox"/> Project	<input checked="" type="checkbox"/> In House	
Procurement Approach:				Number of Procurements:	
Open Procurement?		Delegated Procurement?			
Scope of Contract	<input checked="" type="checkbox"/> Development	<input checked="" type="checkbox"/> Implementation	<input checked="" type="checkbox"/> M & O	<input type="checkbox"/> Other:	
Anticipated Length of Contract:	0.5	Years /	extensions for		years