

# ECM Project Methodology

## Client Reference Information

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## **ECM High-Level Project Methodology**

- ECM Readiness Assessment
  - Key Readiness Assessment Deliverables
- ECM Business Transformation
  - Phase I
    - Pre-Project Preparation
  - Phase II
    - Functional Project Blueprinting
  - Phase III
    - Environmental Project Blueprinting
  - Phase IV
    - Iterative Project Pilot/Proof of Concept
  - Phase V
    - Deployment Project Plan and User Acceptance Testing
  - Phase VI
    - Support and Maintenance Plan and Post Go-Live Support

## ECM Readiness Assessment

- Key Readiness Assessment Deliverables

ECM Situational  
Assessment

ECM Governance  
Assessment

ECM Business and  
Technical Process  
Assessment

ECM IM Program  
Assessment

ECM HR  
Assessment

ECM Security  
Assessment

## **ECM Readiness Phase**

- ECM Situational Assessment
  - Project Environment Readiness
  - User Readiness
  - Situation Report
- ECM Governance Assessment
  - Organizational Arrangements
  - Policy
  - Funding
- ECM Business and Technical Process Assessment
  - IM Business Processes
  - IT Support Processes
- ECM IM Program Assessment
  - File Plans
  - IM lifecycle
- ECM Human Resources Assessment
  - Staffing
  - Training
- ECM Security Assessment
  - Threat Risk
  - Privacy Impact

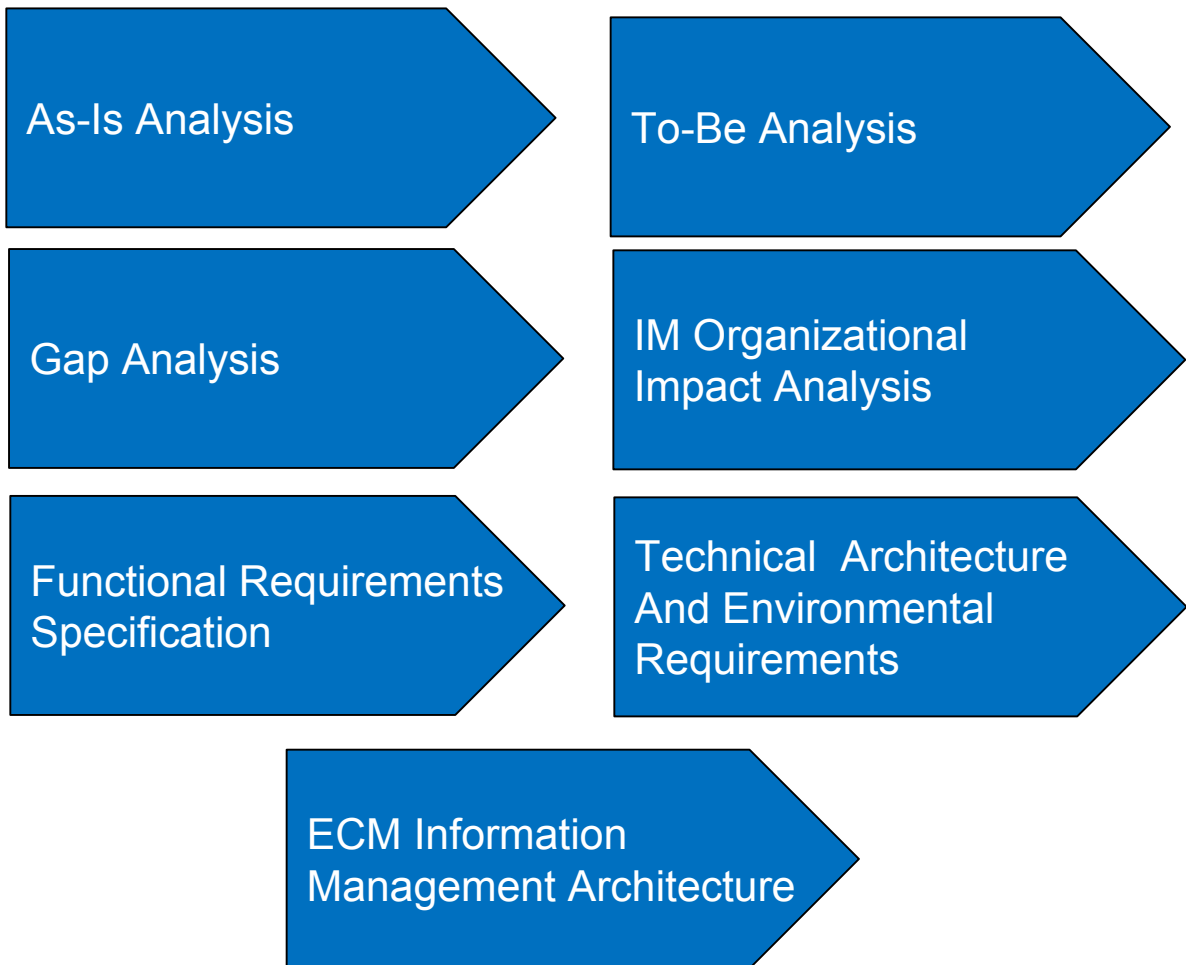
## Phase I

- Pre-Project Preparation



## Phase II

- Functional Project Blueprinting



## Phase III

- Environmental Project Blueprinting

Functional Requirements Review

Technical Infrastructure Specifications

User Acceptance Plan

Support and Maintenance Plan

Disaster Recover, Back-up and Roll-Back Plan

Training Materials and Manuals

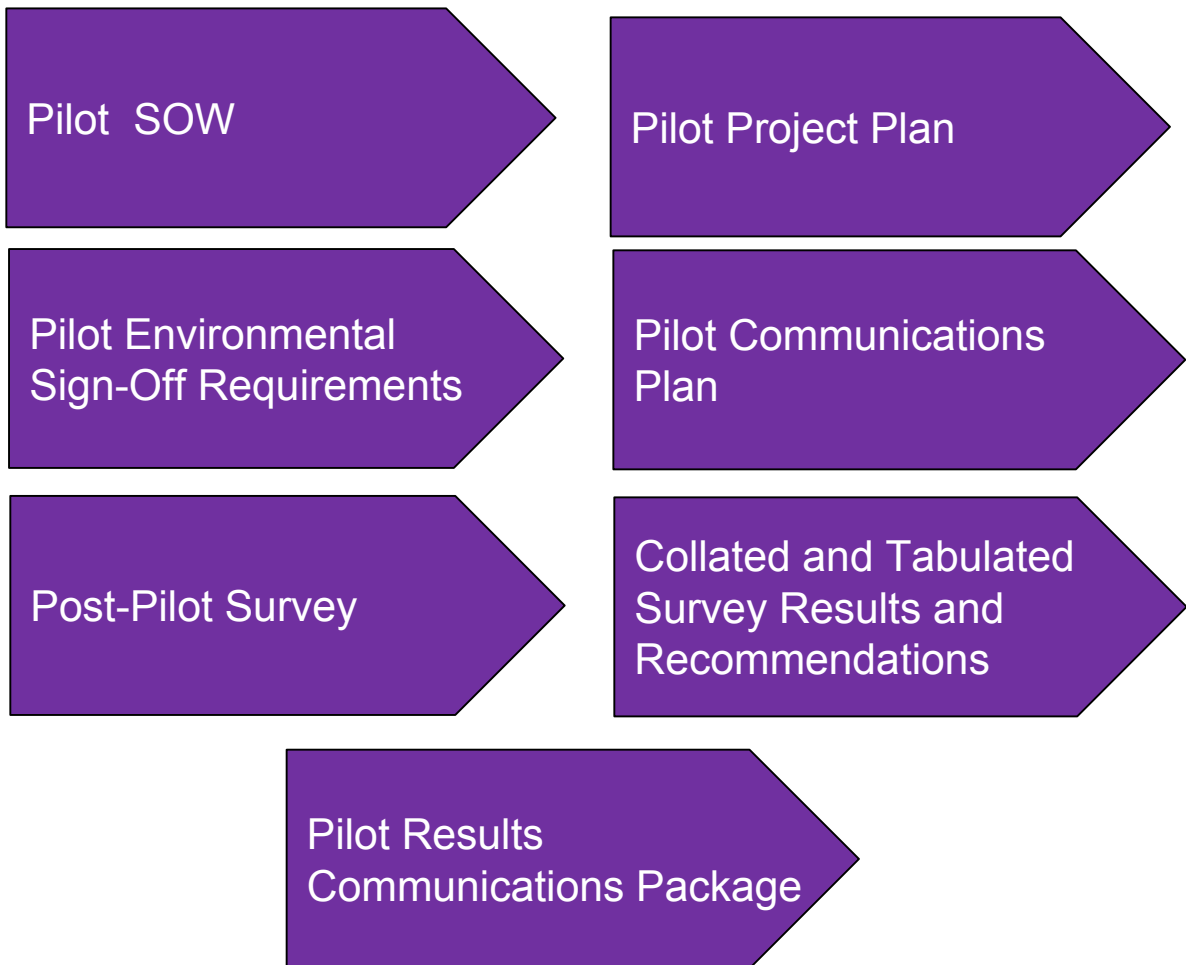
Security Assessment and Implementation Plan

Installation, Upgrade and Integration Manuals

Environmental Sign-Off Requirements

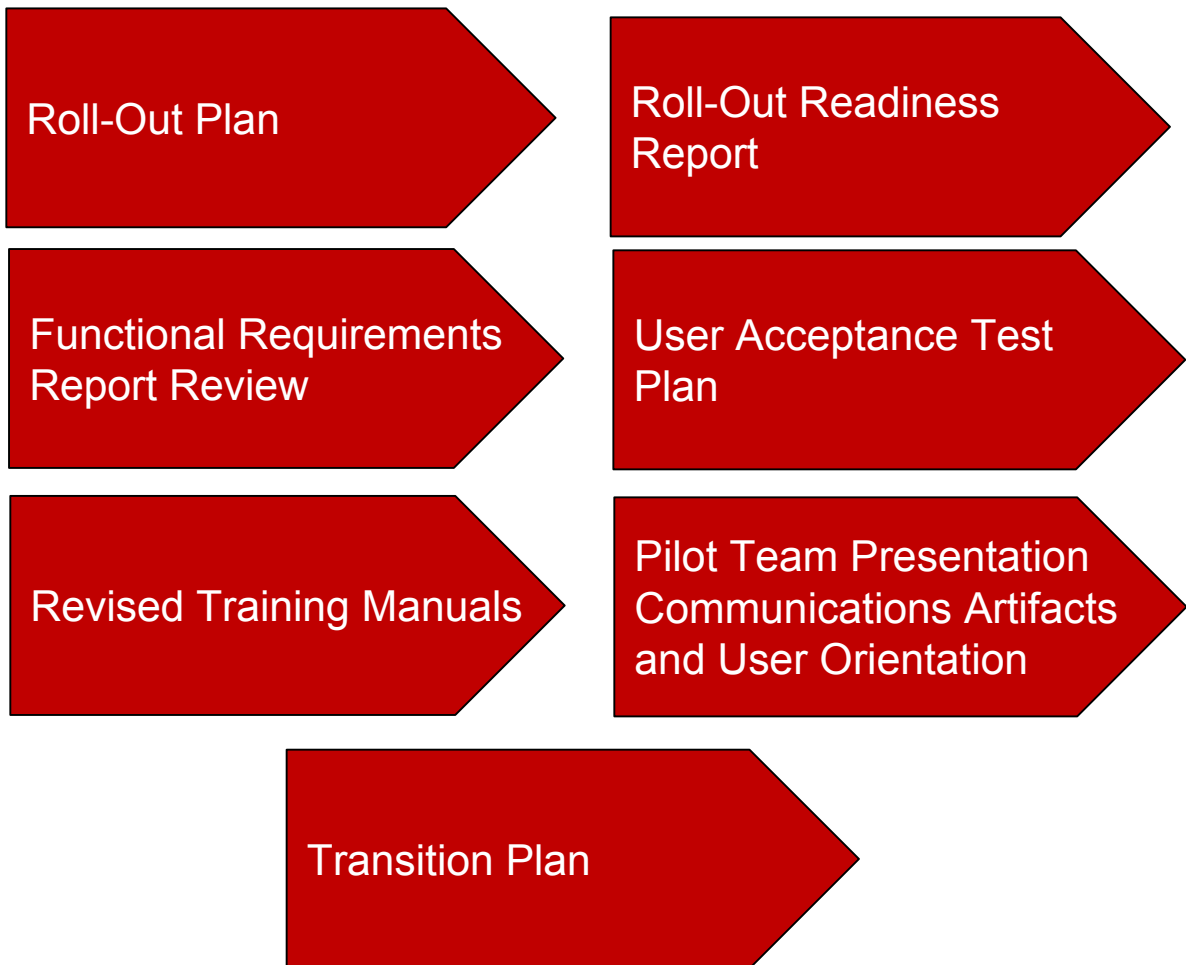
## Phase IV

- Iterative Project Pilot/Proof of Concept



## Phase V

- Deployment Project Plan and User Acceptance



## Phase VI

- Support/Maintenance Plan and Post Go-Live Support

