



# ECM Project Methodology

Client Reference Information

performance **SQA**

**Head Office**

Performance SQA

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January 9, 2008



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Dear Valued Client:

The purpose of this letter is to introduce to you Performance SQA. Performance SQA Corporation provides government and private sector clients with leading Enterprise Content Management Services.

Leveraging over twenty years of Enterprise Content Management experience, Performance SQA is exclusively committed to delivering enterprise-wide electronic content management solutions. Our services will accelerate your business transformation towards a knowledge based organization. Our seasoned ECM implementation team is focused on providing your organization with ECM solutions that drive your business objectives.

We are looking forward to providing you with more information on our Professional Services and meeting with you to discuss your specific requirements.

Please contact us to learn more about Performance SQA and the following ECM Project Methodology.

Thank You  
Regards;

A handwritten signature in black ink, appearing to read "Mike Lawlor".

Mike Lawlor CEO

CC:  
John Gabriel President and Chairman of the Board  
Jeff Kelly VP Sales  
Peter Sherlock VP Solution Architecture

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**Performance SQA Corporation**

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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

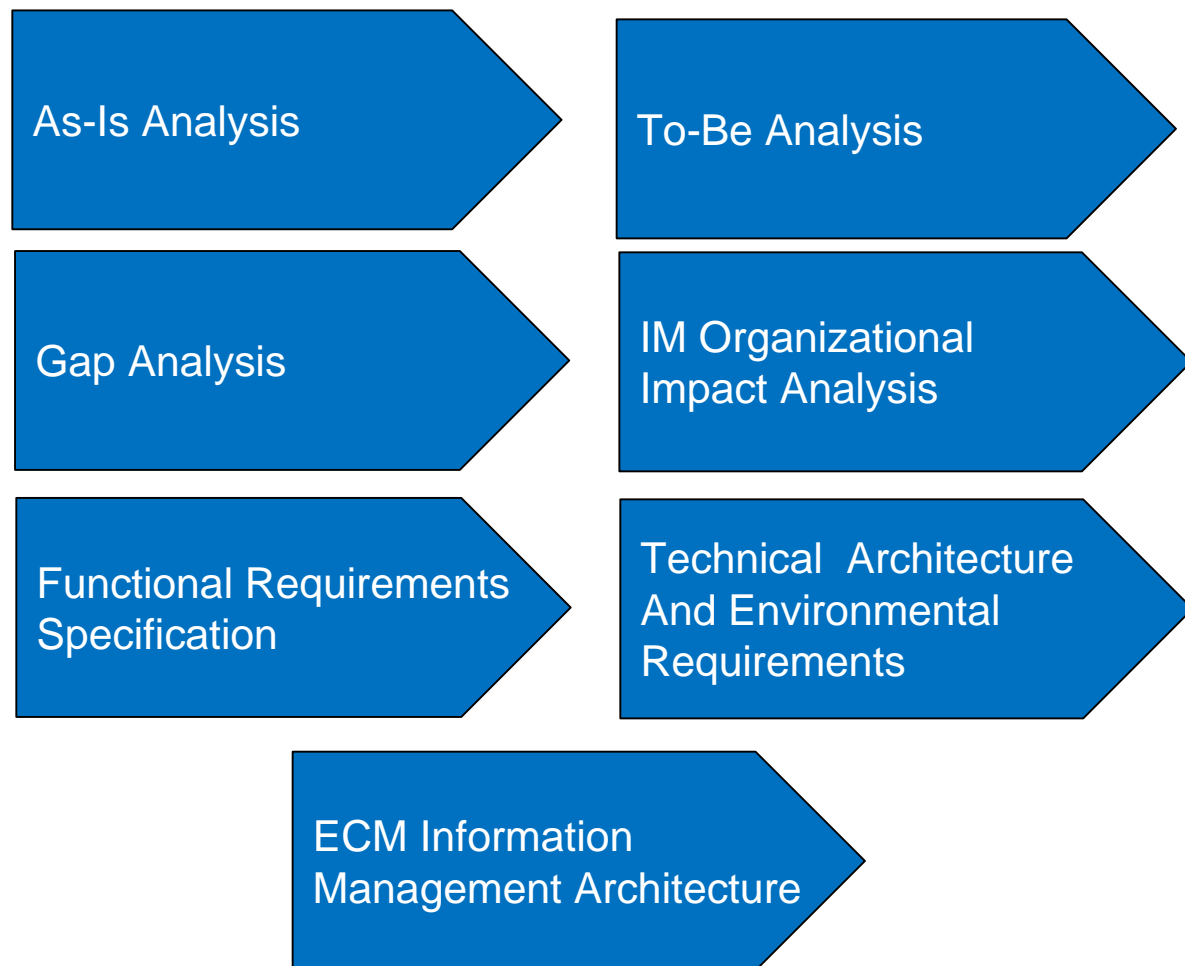
## Phase I

- 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

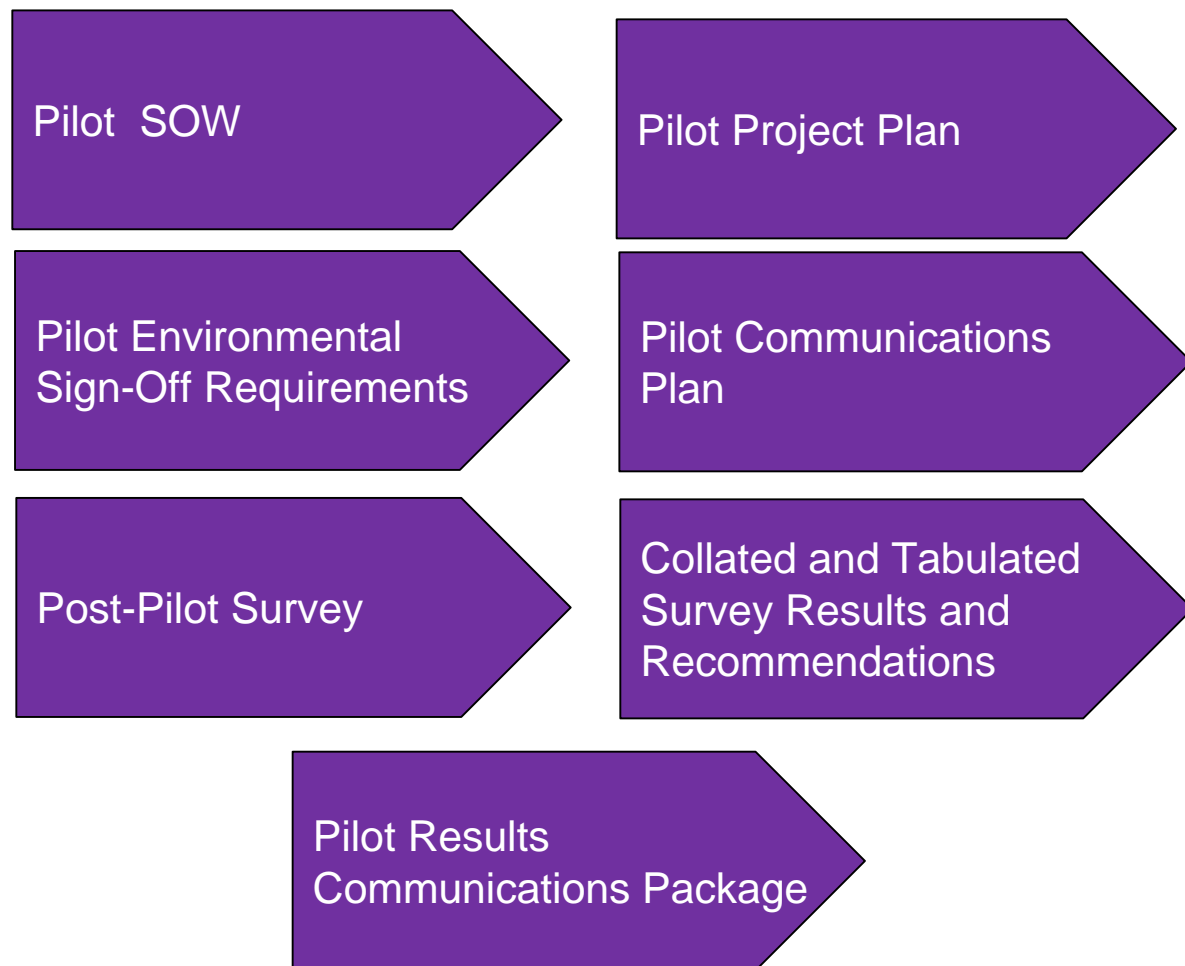
Security Assessment and Implementation Plan

Installation, Upgrade and Integration Manuals

Environmental Sign-Off Requirements

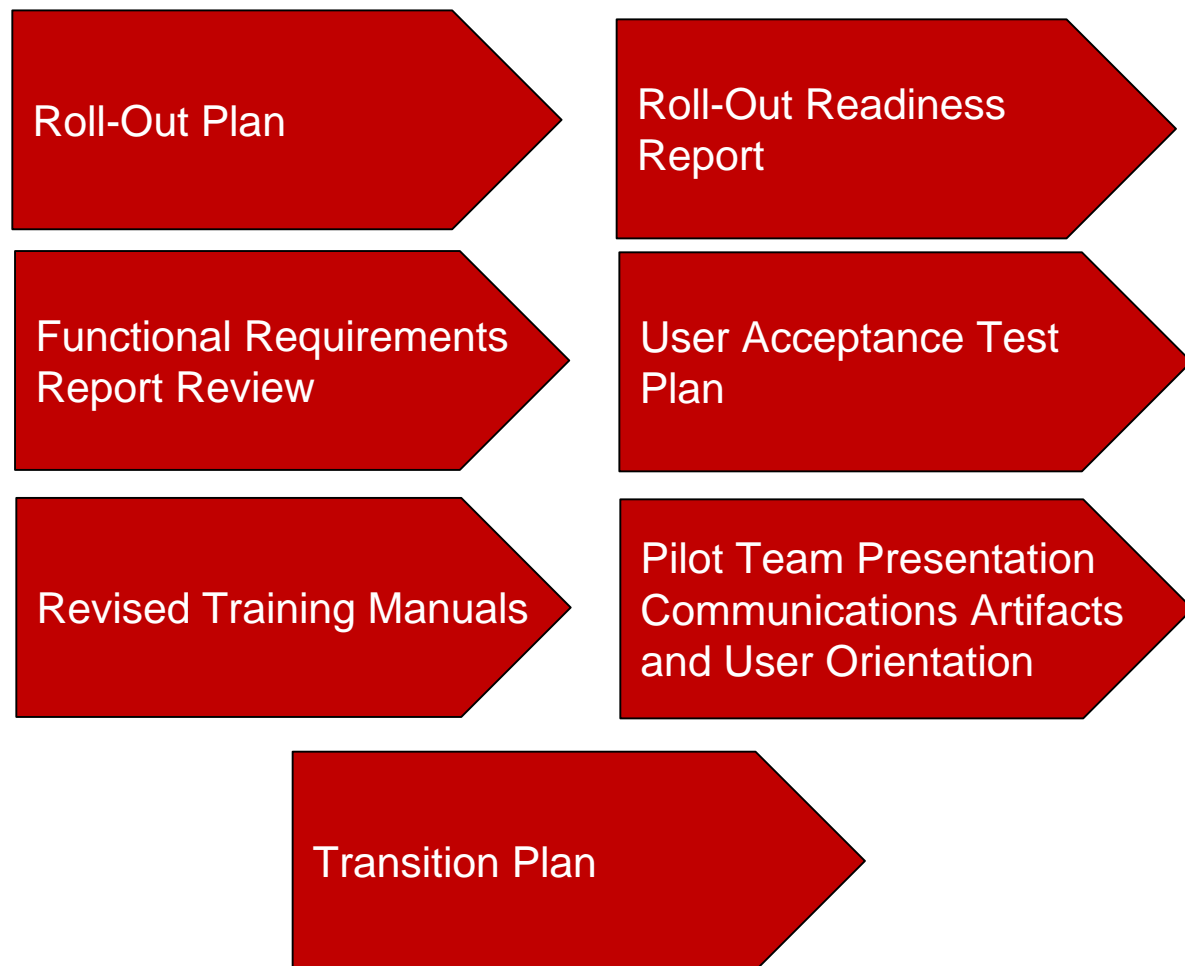
## Phase IV

- Iterative Project Pilot/Proof of Concept



## Phase V

- Deployment Project Plan and User Acceptance



## Phase VI

- Support/Maintenance Plan and Post Go-Live Support



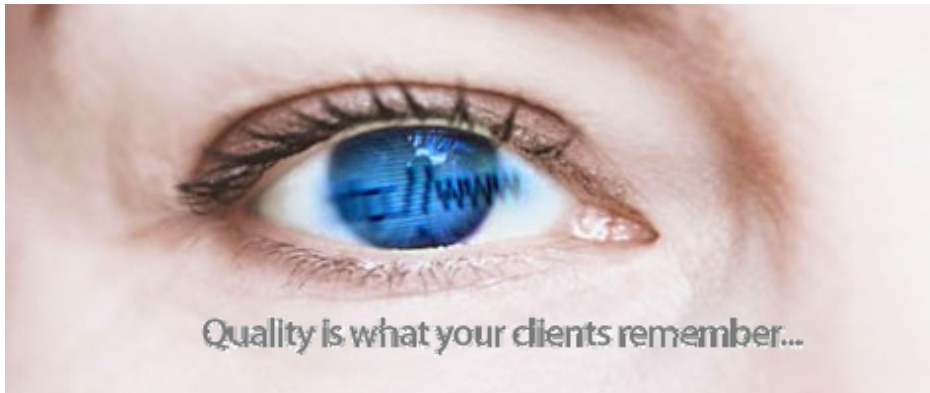
## **Next Steps and Actions**

- Complete ECM Readiness Phase
- Submit Business Plan/SOW Requirements
- Review PSQA Consultant Skills and Qualifications

## Additional Information

performance **SQA**

**DELIVERING PROFESSIONAL ENTERPRISE CONTENT MANAGEMENT SOLUTIONS**



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John Gabriel – President and Chairman of the Board

Mike Lawlor – CEO

Jeff Kelly – VP Sales

Peter Sherlock – VP Solution Architecture

Jerry Herman – Sales Executive

Cheryl Forbes – Account Executive

Kevin Macintosh – Sales Consultant

Phil Weedon – Sales Consultant

Nelly Djan – HR Recruiter