

Electronic Records Management JumpStart

Get a head start on the path to electronic records management success

Business Context

- Intense pressures for regulatory compliance and cost reduction make records management a key objective.
- Understanding the right way to approach setting up an electronic records management program can be a daunting task.
- Unique industry and organizational factors require a targeted approach to governance and planning.

Solution Benefits

- Increases the success of each electronic records management initiative by mapping it to a common plan.
- Ensures user adoption and organizational alignment for the electronic records management program.
- Identifies architectural issues early, decreasing delays in the development cycle.
- Provides visibility into business processes that may need re-engineering to promote compliance.
- Lessens manual classification tasks by identifying opportunities for rule-driven electronic actions.

Burntsand's Electronic Records Management (ERM) JumpStart was designed to provide a methodical plan and starting point for rolling out an electronic records management initiative. The ERM JumpStart is a comprehensive services package that provides success guidelines including:

- Creating an organizational climate that supports initial implementation and ongoing evolution of the records management program.
- Translating records management policy into electronic business rules and logic that will meet regulatory and legal requirements.
- Identifying affected business processes and developing best practice future state electronic processes.
- Developing automated records classification rules and logic.
- Applying retention automatically based on business rules.

Plan strategically. Deploy rapidly.

The ERM JumpStart includes workshops to identify key records management requirements and documentation to provide recommendations and steps for success. The following activities are conducted as part of the ERM JumpStart:

- *Discovery Workshops* – Intensive records management discovery sessions to understand the business and technical environments, short- and long-term project initiatives, and other opportunities or constraints.
- *High-Level Architecture Assessment* – An assessment of technical underpinnings needed to support a records management program and a proposed high-level architecture depicting proposed future state recommendations.
- *Business Process Mapping* – Verification of current processes and documentation of high-level proposed future state electronic processes.
- *Gap Analysis* – An identification of the gaps between the current and future states (from both a business and technical perspective) and proposed steps for closing these gaps.
- *First Year Program Plan* – A proposed schedule for initial deployment, governance, and growth for the first year of a records management program.

About Burntsand

With a unique focus on helping clients unify information to increase agility, Burntsand is a North American leader in the delivery of systems integration consulting services. Burntsand partners with leading enterprises to achieve their Integrated Information Management goals through the delivery of Enterprise Content Management, Collaboration, Enterprise Operations & Service Management, and Customer Relationship Management solutions. Burntsand's *Time to Value* approach makes the firm different: it gives customers an edge, helping them realize near-term business benefits and long-term competitive gains. The company's distinguished partner status with EMC, Microsoft and BMC reflects its business maturity and sustained technology depth. Headquartered in Toronto, Burntsand operates from locations across North America. The company's shares (TSX: BRT) are traded on the Toronto Stock Exchange. For more information, visit www.burntsand.com.