



Document Management Pilot

Manage and track your documents while building a foundation for future Knowledge Management Initiatives

What is the Document Management Pilot?

In business time is money. The Document Management Pilot provides an effective way of piloting innovative technology for assimilating, organising and distributing information in your organisation.

The technology is based on Domino.Doc, an award winning, innovative product. This offering also includes the Professional Services required to make the pilot successful. The duration of the pilot is 7 weeks.

Document Management and Knowledge Management are inextricably linked. As categories are created for document classifications, these same categories can be extended and used as a more general taxonomy in any subsequent Knowledge Management (KM) initiatives.

The Benefits?

The benefits for the organisation will be:

- *Rapid implementation of state-of-the-art document management technology.*
- *Fixed priced pilot with defined deliverables that minimise risk and provide immediate value.*
- *Logical storage of documents in a way that supports how a user works.*
- *Easy access to documents through full text search, key word search or the categorised file structure.*

- *Check in, check out and versioning capabilities allow everyone to know where the latest version is and who is using it.*
- *Pre-defined categories that can be extended and form the basis of a more general taxonomy for subsequent KM initiatives.*

Does your organisation need the Document Management Pilot?

- *Do you have too many copies and versions of documents stored in multiple locations?*
- *Do you need an effective way of securing critical documents?*
- *Are you too reliant on paper-based processes?*
- *Do 'new hires' find it hard to learn where everything is?*
- *Do you need to know who is working on a document at any given time?*
- *Do you need to categorise information to make sense of it all?*

If you answered "yes" to any of the above questions, you need the Document Management Pilot.

What is Delivered ?

The Document Management Pilot includes 1 Domino.Doc Server and 20 user licences. The following diagram illustrates the main phases (Value Frames) of the Pilot project. The tasks associated with each Value Frame are represented by the boxes and the resulting deliverables are denoted with a ✓.



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Value Frame 1	Value Frame 2	Value Frame 3	Value Frame 4
<p>Define Business Requirements</p> <p>Library Structure Workshop</p> <p>Process and Customisation Workshop</p> <p>✓ Business Analysis Report</p>	<p>Implement and Test solution</p> <p>Assess current infrastructure</p> <p>✓ High level infrastructure report</p> <p>Install Software</p> <p>Conduct User Acceptance Testing</p> <p>✓ Installation of one Domino.Doc server</p> <p>✓ Customisation of up to 10 binder types</p> <p>✓ Customisation of up to 10 document types</p> <p>✓ Customer to perform testing</p> <p>✓ Lotus to implement changes</p>	<p>Conduct Training</p> <p>Conduct Admin Training</p> <p>Conduct User Training</p> <p>✓ Condensed on-site Admin Training Course for 2 people</p> <p>✓ User Training for up to 20 people (hands on)</p>	<p>Perform Post Implementation Activities</p> <p>Provide Scheduled Support</p> <p>Project Review</p> <p>✓ Provide scheduled support during pilot</p> <p>✓ Conduct post implementation review</p> <p>✓ Document review</p> <p>✓ Perform Next Step discussion</p>

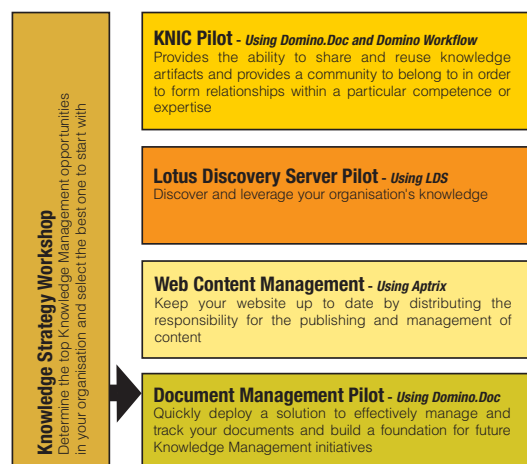
The Lotus Knowledge Discovery Portfolio

The above solution is only one of many offerings belonging to the Lotus Knowledge Discovery Portfolio.

These Solutions have been created to support a broad range of KM initiatives.

They provide a balance between technology adoption and KM Services.

They can be purchased separately or in combination to provide a more complete solution to the business problems your organisation currently faces.



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