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| --- | --- | --- | --- | --- | --- | --- |
|  | **Phase 1** | | **Phase 2** | | **Phase 3** | |
| **Deliverables** | * Service Development   + Enterprise Standards   + Best Practices   + Templates   + Documentation * New Hardware for mainframe * ECM System Monitor Configuration * SmartRecovery Installation * IBM Scanning Solution Architecture Optimization * ECM Architecture Review | | * IBM Atlas Implementation   + Business Analysis   + Implementation Training   + Import of Global Schedules * Redaction Module Implementation * Enterprise Availability of Records Management Software * Onboarding of POV Agencies   + State Library   + OTT * Onboarding of other Agencies   + DRS   + DAS   + DPH   + CORE-CT * ECM Solutions Team | | * Existing Agency Adjustments   + DEEP   + DSS   + DMV * New Agency Onboarding   + DOT   + DOL   + DAS * ECM Architecture Review * Case Study / Final Report | |
| **Benefits** | * Eliminate nightly downtown when backups are performed * Recover single files without BEST restoring the entire object store * Proactively monitor the health of the ECM environment and fix issues before service is impacted * Enhance ECM Infrastructure * Develop ECM Roadmap / Capacity Plan for next 2 years * Establish a sustainable enterprise scanning solution * Establish State-wide ECM standards and best practices, etc. * Create templates and methodologies for agencies joining ECM * Develop criteria to help agencies determine best path to scanning solutions | | * Provide ability for ECM Agencies to redact electronic documents * Provides automation for governance of Records Management * Ability for the State Library to replace paper based processes * Allows applicable statutes to be linked in Record Retention Schedules * State Library and OTT can begin managing their electronic records within the enterprise repository * OTT & CSL will be notified through the system when files reach the end of their retention period and workflow is kicked off for disposition * Full electronic audit trail for defensible disposition * ECM Solutions Team established to onboard projects, validate processes and standardization, and provide support to all agencies * Multiple major projects not funded through this request (DRS, DPH, DAS, CORE-CT) to onboard as well | | * Three new agencies can manage electronic records within enterprise content repository * Majority of agencies on ECM will be using the same enterprise standards, ensuring compliance with statutes, regulations, and policies * ECM agencies can share data, increasing efficiency and reducing storage costs * Six additional ECM agencies maintain record retention schedules automatically through IBM Atlas * Six agencies will be notified through the system when files reach the end of their retention period and workflow is kicked off for disposition * Ensure sustainability of ECM Architecture * Develop ECM Roadmap/Capacity Plan for next 2 years * Use our findings to market the service to other agencies | |
| **Duration** | 6 months | | 5 months | | 12-15 months | |
| **Costs** | **Bond** | **Ongoing**  (Enterprise [DAS]) | **Bond** | **Ongoing**  (CSL/OTT/DAS) | **Bond** | **Ongoing**  (Phase 3 Agencies) |
| $1,014,981.82 | $31,680.00 | $1,206,087.07 | $55,844.22 | $3,167,221.21 | $302,659.92 |