

## Intervise Enterprise Content Management

Find Capture Manage Utilize

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### The Clock is Ticking

The first wave of Baby Boomers is closing in on retirement age. By the end of 2010, more than 50 percent of management and 40 percent of non-management full-time federal employees will be eligible to retire. These employees possess a wealth of knowledge that will need to be collected, automated, and passed on to the next generation. Otherwise, it may be lost forever.

Current trends in business and government indicate that information analysis and automation is becoming an essential investment for organizations of all sizes. Intervise can provide a comprehensive ECM solution that leverages many areas of expertise.

Figure 1 – The Intervise Enterprise Content Management Process



### Find & Capture

Implementing the information capture process effectively and efficiently requires a great deal of upfront work and planning. It's not as easy as dropping paper into a desktop scanner and creating a PDF. Will information be captured in a central location? What kinds of information needs to be gathered and for what business purpose? Is there a large volume of paper to convert? The answers to these and many other questions will determine what needs to be done.

The Intervise Project Management Office (PMO) provides the expertise necessary to find and capture mission critical information across an organization. Intervise works within the standards established and maintained by the Project Management Institute, employing the framework defined in the Project Management Body of Knowledge. Utilizing a high level of Project Management experience, Intervise can find and streamline information in a manner that is efficient, cost-effective and defined by the client.

### Manage



Enterprise Content Management has traditionally consisted of information vaults accessed only by designated information librarians. These large, complex systems have developed a reputation for being:

- ❖ Confusing and hard to use
- ❖ Expensive
- ❖ Detrimental to user buy-in

The Intervise Application Development team offers clients unprecedented levels of cost-savings, reliability, adaptability and security. Benefits include:

- ❖ Significant IT savings
- ❖ Fast deployment
- ❖ More choices
- ❖ Better support

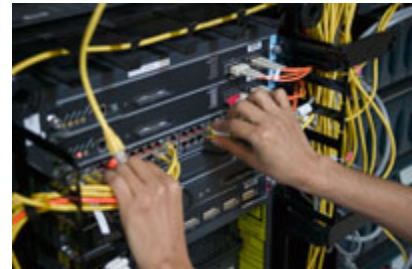
Intervise provides information management solutions based on familiar interfaces in order to build rapid user buy-in based on a single point of access for information.

- ❖ Virtual File System
- ❖ Rules similar to email
- ❖ Familiar search engines (similar to Google and Yahoo)
- ❖ Best practice collaboration spaces

Intervise certified technology experts have both the industry knowledge and domain experience in developing information management applications that are specific to our clients' industries and needs.

## Utilize

Once information is found, captured and a management application has been deployed providing a single point of access, Intervise can help further employee buy-in by implementing user training. The approach to training is defined by the client, based on the client's needs and can be deployed in a variety of ways including, but not limited to online, email and in person. Regardless of the method utilized, the end result will include a staff that is well-prepared to reap the maximum amount of benefits from the information management system.



With Enterprise Content Management Solutions, Intervise is paving an alternative route by establishing IT cost savings, fast deployment, more choices and better support. To start experiencing exceptional levels of efficiency, reliability, adaptability and security with your Information Management solution, contact us at 240.599.9300 or [information@intervise.com](mailto:information@intervise.com).