

Benefits of Enterprise Content Management

Organize Important Documentation

Reduce Security and Compliance Risks

Make It Easier to Find Content

Increase Efficiency

Managing Enterprise Content Managing Enterprise Content

Jan vom Brocke, Alexander Simons



Managing Enterprise Content Managing Enterprise Content:

Managing Enterprise Content Ann Rockley, Pamela Kostur, 2003 Provides guidelines and concepts to follow for planning developing and implementing a successful content management strategy **Enterprise Content Management in Information Systems Research** Jan vom Brocke, Alexander Simons, 2013-11-04 This book collects ECM research from the academic discipline of Information Systems and related fields to support academics and practitioners who are interested in understanding the design use and impact of ECM systems It also provides a valuable resource for students and lecturers in the field Enterprise content management in Information Systems research Foundations methods and cases consolidates our current knowledge on how today's organizations can manage their digital information assets The business challenges related to organizational information management include reducing search times maintaining information quality and complying with reporting obligations and standards Many of these challenges are well known in information management but because of the vast quantities of information being generated today they are more difficult to deal with than ever Many companies use the term enterprise content management ECM to refer to the management of all forms of information especially unstructured information While ECM systems promise to increase and maintain information quality to streamline content related business processes and to track the lifecycle of information their implementation poses several questions and challenges Which content objects should be put under the control of the ECM system Which processes are affected by the implementation How should outdated technology be replaced Research is challenged to support practitioners in answering these questions

Enterprise Content Management Stephen A. Cameron, 2011 About the author Foreword Glossary Preface
STRUCTURE Part 1 ECM BUSINESS GUIDE INTRODUCTION Definition of ECM A short history of ECM The future of ECM Summary Chapter 1 CONTENT LIFECYCLE ECM acquisition ECM storage ECM delivery The history of information consumption Case Study WikiLeaks Measuring and valuing content Summary Chapter 2 ORGANISATIONS Relevance and retention of information Timing and throughput of information Contribution and responsibility for information Ubiquity of information Analysis and meaning of information Summary Chapter 3 CONTENT MATURITY MODEL The five stages of the content maturity model Dimensions of the content maturity model Stages of the content maturity model Summary Chapter 4 COMPLIANCE AND GOVERNANCE Corporate governance Compliance Records management Summary Chapter 5 DEVELOPING A BUSINESS CASE Structure of the business case Reasons for adopting ECM Options for managing change Tangible and intangible ECM benefits Developing a road map Realising ECM benefits Summary Part 2 ECM TECHNICAL GUIDE Chapter 6 ARCHITECTURE AND TECHNOLOGY Stakeholder challenges An ECM technology review Architectures Service oriented architecture ECM service components Case study finance industry Summary Chapter 7 STORAGE Business alignment Increasing capacity Managing tiers of storage Valuing data Storage medium Storage technologies Storage repositories Summary Chapter 8 MANAGING CHANGE Representations to concepts The creation of ideas Changing roles

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Ann Rockley, Charles Cooper, 2012-02-14 Smartphones eBook readers and tablet computers like the Apple iPad have forever changed the way people access and interact with content Your customers expect the content you provide them to be adaptive responding to the device their location their situation and their personalized needs Authors Ann Rockley and Charles Cooper provide insights and guidelines that will help you develop a unified content strategy a repeatable systematic plan that can help you reach your customers anytime anywhere on any device This up to date new edition of Managing Enterprise Content helps you Determine business requirements Build your vision Design content that adapts to any device Develop content models metadata and workflow Put content governance in place Adapt to new and changed roles Identify tools requirements With this book you ll learn to design adaptable content that frees you from the tyranny of an ever increasing array of devices

Managing Enterprise Content Ann Rockley, 2012 **Practical SharePoint 2013 Enterprise Content Management**
Steve Goodyear, 2014-01-21 Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013 Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management ECM solutions for an effective and end to end information design based on your organization s needs and business requirements Inside you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization s information within SharePoint collaborating on transitory content and capturing and controlling your records You ll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution You learn how to Apply a content life cycle model to analyze and understand your organization s information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization s information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect administrator consultant or project manager and you

implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM

Enterprise Content Management, Records Management and Information Culture Amidst E-Government Development

Proscovia Svård, 2017-04-13 This book identifies key factors necessary for a well functioning information infrastructure and explores how information culture impacts the management of public information stressing the need for a proactive and holistic information management approach amidst e Government development In an effort to deal with an organization s scattered information resources Enterprise Content Management Records Management and Information Culture Amidst E Government Development investigates the key differences between Enterprise Content Management ECM and Records Management RM the impact of e Government development on information management and the role of information in enhancing accountability and transparency of government institutions The book hence identifies factors that contribute to a well functioning information infrastructure and further explores how information culture impacts the management of public information It highlights the Records Continuum Model RCM thinking as a more progressive way of managing digital information in an era of pluralization of government information It also emphasizes the need for information records management skills amidst e Government development Ideas about records information and content management have fundamentally changed and developed because of increasing digitalization Though not fully harmonized these new ideas commonly stress and underpin the need for a proactive and holistic information management approach The proactive approach entails planning for the management of the entire information continuum before the information is created For private enterprises and government institutions endeavoring to meet new information demands from customers citizens and the society at large such an approach is a prerequisite for accomplishing their missions It could be argued that information is and has always been essential to all human activities and we are witnessing a transformation of the information landscape Presents research with broad application based on archives and information science but relevant for information systems records management information culture and e government Examines the differences between Enterprise Content Management and Records Management Bridges a gap between the proponents of Enterprise Content Management and information professionals such as records managers and archivists

Enterprise Content and Search Management for Building Digital Platforms

Shailesh Kumar Shivakumar, 2016-12-16 Provides modern enterprises with the tools to create a robust digital platform utilizing proven best practices practical models and time tested techniques Contemporary business organizations can either embrace the digital revolution or be left behind Enterprise Content and Search Management for Building Digital Platforms provides modern enterprises with the necessary tools to create a robust digital platform utilizing proven best practices practical models and time tested techniques to compete in the today s digital world Features include comprehensive discussions on content strategy content key performance indicators KPIs mobile first strategy content assessment models various practical techniques and methodologies successfully used in real world digital programs relevant

case studies and more Initial chapters cover core concepts of a content management system CMS including content strategy CMS architecture templates and workflow reference architectures information architecture taxonomy and content metadata Advanced CMS topics are then covered with chapters on integration content standards digital asset management DAM document management and content migration evaluation validation maintenance analytics SEO security infrastructure and performance The basics of enterprise search technologies are explored next and address enterprise search architecture advanced search operations and governance Final chapters then focus on enterprise program management and feature coverage of various concepts of digital program management and best practices along with an illuminating end to end digital program case study Offers a comprehensive guide to the understanding and learning of new methodologies techniques and models for the creation of an end to end digital system Addresses a wide variety of proven best practices and deployed techniques in content management and enterprise search space which can be readily used for digital programs Covers the latest digital trends such as mobile first strategy responsive design adaptive content design micro services architecture semantic search and such and also utilizes sample reference architecture for implementing solutions Features numerous case studies to enhance comprehension including a complete end to end digital program case study Provides readily usable content management checklists and templates for defining content strategy CMS evaluation search evaluation and DAM evaluation Comprehensive and cutting edge Enterprise Content and Search Management for Building Digital Platforms is an invaluable reference resource for creating an optimal enterprise digital eco system to meet the challenges of today s hyper connected world

Enterprise Content Management - Simple Steps to Win, Insights and Opportunities for Maxing Out Success

Gerard Blokdijk, 2015-09-27 The one stop source powering Enterprise Content Management success jam packed with ready to use insights for results loaded with all the data you need to decide how to gain and move ahead Based on extensive research this lays out the thinking of the most successful Enterprise Content Management knowledge experts those who are adept at continually innovating and seeing opportunities This is the first place to go for Enterprise Content Management innovation INCLUDED are numerous real world Enterprise Content Management blueprints presentations and templates ready for you to access and use Also if you are looking for answers to one or more of these questions then THIS is the title for you Is Drupal good as an Enterprise Content Management System What is the difference between an enterprise content management system ecms and a content management system cms Enterprise Content Management Why is Adobe CQ so popular in the market What is the difference between content management and enterprise content management How do I evaluate enterprise content management What are the differences between a Document Management System and Enterprise Content Management What are the Best Practice of Enterprise Content Management How can Enterprise Content Management ECM organize create and apply knowledge What is your experience with OnBase as an enterprise content management system What are some trends in enterprise content management Enterprise Content Management How can a

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Management 80 Success Secrets - 80 Most Asked Questions on Enterprise Content Management - What You Need to Know

Raymond Strickland,2013-07 There has never been a Enterprise Content Management Guide like this Enterprise Content Management 80 Success Secrets is not about the ins and outs of Enterprise Content Management Instead it answers the top 80 questions that we are asked and those we come across in our forums consultancy and education programs It tells you exactly how to deal with those questions with tips that have never before been offered in print Get the information you need fast This comprehensive guide offers a thorough view of key knowledge and detailed insight This Guide introduces everything you want to know to be successful with Enterprise Content Management A quick look inside of the subjects covered Identifying the appropriate Enterprise Content Management Software Enterprise Content Management Market Getting Livelier Everyday ECM Service Providers Take Away Your Worries The Advantages of Open Source Enterprise Content Management Microsoft Enterprise Content Management Building towards Interoperability of ECM Systems All About The Importance of ECM ECM Blog Where Comprehensive Information on ECM Can be Found Knowledge Management Software The Competitive ECM Vendors Creating an RFP for Potential ECM Vendors Why Companies Buy ECM The Start in Business of Every ECM Company The Entities involved in an Enterprise Content Management or ECM The Solution to some of the issues about Enterprise Content Management New ECM Technologies Unifying the Data Needs of Companies ECM Insurance Services Ensuring Compliance Efficiency and Productivity The Characteristics of the Enterprise Content Management Services Offered by ecm inc com Is it Worth Putting Investment on ECM Capital The Race to Be the Leading ECM Corp What is an ECM Workflow The Growing ECM Market Share Still a Highly Competitive Area Making a WWW ECM Possible and Efficient How Taxonomy becomes related with ECM Understanding Content Management Various Capabilities Offered by Microsoft ECM ECM Components ECM Industry Taking Its Toll in the Coming Years Which ECM Strategy to Utilize Some ECM Products Available in the Market What is Enterprise Content Management Systems What is Integrated Enterprise Content Management Understanding ECM and Document Imaging ECM Suite Your Next Generation Content Management Enterprise Management How to Drive Down ECM Cost Quick Publishing Solutions from ECM Scanner A More Powerful ECM Architecture for Enhanced Content Management The Hummingbird Ltd venturing into ECM Understanding the Magic Quadrant for ECM Record Management within the ECM The Good News on ECM Benefits for Every Business Organizations Tips Prior to ECM Implementation and much more **Managing Enterprise Content** Martin White,2008

Enterprise Content Management Complete Certification Kit - Core Series for It Ivanka Menken,2013-09 Uncover

the essential tools and strategies for solving content management challenges and be introduced to the world of Enterprise Content Management Enterprise Content Management processes aim to preserve manage deliver and store an organization's important information Become a valued member of your organization by learning the tools and processes of the Enterprise Content Management implementation Enterprise Content Management ECM includes tools methods and strategies used to deliver manage store and maintain information documentation and data belonging to an organization Many organizations use ECM strategies as a means to maximize content usage It is essential to manage vital content in order to achieve business objectives and goals This course would be beneficial to businesses looking to implement ECM tools and strategies into their data storage processes and management looking to solve content storage challenges and achieve business goals through effective content maintenance This certification validates your knowledge of specific methods models and or tools This is essential to professionals in order to be updated on the latest multimedia trends and to add to their Enterprise Content Management toolbox The industry is facing a bold new world with the amazing developments in Enterprise Content Management technology and the challenges and the opportunities that this presents are unprecedented The Enterprise Content Management Complete Certification Kit serves as a complete introductory guide for anyone looking to grasp a better understanding of Enterprise Content Management concepts and their practical application in any environment The Art of Service's introductory Enterprise Content Management training and certification helps IT practitioners develop the skills that are crucial as businesses embark on this massive transformation It provides an industry credential for IT professionals to help them transform into the world of Enterprise Content Management This training and certification enables you to move both the industry and business forward and to quickly take advantage of the benefits that Enterprise Content Management applications present Take the next step Get Certified The Art of Service IT Service Management programs are the 1 certification programs in the information management industry Being proven means investing in yourself and formally validating your knowledge skills and expertise by the industry's most comprehensive learning and certification program The Enterprise Content Management Complete Certification course prepares you for Enterprise Content Management Certification Why register Easy and affordable Learning about Enterprise Content Management technologies has never been more affordable Latest industry trends are explained Acquire valuable skills and get updated about the industry's latest trends right here Today Learn from the Experts The Art of Service offers education about Enterprise Content Management and 300 other technologies by the industry's best Learn at your own pace Find everything right here when you need it and from wherever you are What will you learn Learn the important concepts tools processes and strategies of Enterprise Content Management Learn about the benefits of implementing a Enterprise Content Management strategies in any organization Examine content storage options and management processes Learn about the vital components of ECM Explore ECM myths and challenges Course Outline The topics covered in this course are Content Management System Overview

Types of Content Management Systems Introduction to Enterprise Content Management Components of ECM ECMis Areas of Success and Storage Virtualization ECM Myths and Challenges Contact Hours The recommended mini *Professional SharePoint 2013 Development* Reza Alirezai,Brendon Schwartz,Matt Ranlett,Scot Hillier,Brian Wilson,Jeff Fried,Paul Swider,2013-03-11 Thorough coverage of development in SharePoint 2013 A team of well known Microsoft MVPs joins forces in this fully updated resource providing you with in depth coverage of development tools in the latest iteration of the immensely popular SharePoint From building solutions to building custom workflow and content management applications this book shares field tested best practices on all aspect of SharePoint 2013 development Offers a thorough look at Windows Azure and SharePoint 2013 Includes new chapters on Application Life Cycle Management developing apps in SharePoint and building PerformancePoint Dashboards in SharePoint Professional SharePoint 2013 Development is an essential SharePoint developer title

Content Management 34 Success Secrets - 34 Most Asked Questions on Content Management - What You Need to Know Deborah Macdonald,2013-07 There has never been a Content Management Guide like this Content Management 34 Success Secrets is not about the ins and outs of Content Management Instead it answers the top 34 questions that we are asked and those we come across in our forums consultancy and education programs It tells you exactly how to deal with those questions with tips that have never before been offered in print Get the information you need fast This comprehensive guide offers a thorough view of key knowledge and detailed insight This Guide introduces everything you want to know to be successful with Content Management A quick look inside of the subjects covered Benefits of Content Management Solutions The Content Management Software and Other ECM Business Solutions Enterprise Content Management Market Getting Livelier Everyday ECM Suite Your Next Generation Content Management WordPress A Content Management Solution For An Online Library The Entities involved in an Enterprise Content Management or ECM Choosing the Best Enterprise Content Management Association ECM s Goal is to Provide Content Management Security Enterprise Content Management and ITIL The Advantages of Open Source Enterprise Content Management Microsoft Enterprise Content Management Building towards Interoperability of ECM Systems ECM The solution to Content Management Problems Drupal An Effective Web based Content Management System Career in Content Management Consulting Anyone Benefits of Content Management Services Software Content Management System Definition and Benefits Field Titles Change In Content Management Document Content Management Wanted by Today s Organizations The Enterprise Content Management as a solution to the Emerging Business threats Get Synchronized with Enterprise Web Content Management What is Enterprise Content Management Systems ECM Systems Define an Easy and Updated Content Management Application What is Integrated Enterprise Content Management Enterprise Content Management The Solution to some of the issues about Enterprise Content Management Drupal Acidfree Media Content Management in a Jiffy Identifying the appropriate Enterprise Content Management Software The Characteristics of the Enterprise Content Management

Empowering Information Users Clients Through Content Management Systems Understanding Content Management Magic Quadrant for Enterprise Content Management Choosing the Leader of the Pack Get the Best From Your Investment Get Electronic Content Management The Good things about an Enterprise Content Management System A More Powerful ECM Architecture for Enhanced Content Management and much more **Enterprise Content Management with Microsoft SharePoint** Christopher Riley, Shadrach White, 2013-11-15 Solve your content management problems efficiently with Microsoft SharePoint Meet the challenges of Enterprise Content Management ECM head on using rich ECM features in SharePoint 2013 Led by two ECM experts you ll learn how to build a solid information architecture IA for managing documents knowledge web content digital assets records and user generated content throughout your organization With examples and case studies based on the authors real world experience this practical book is ideal for CIOs marketing executives project managers and enterprise architects Discover how to Design a scalable easy to use content management repository Build an ECM team with specific project governance roles Gain stakeholder support for project and change management Foster user adoption by clarifying general IA concepts Organize content using SharePoint records management tools Configure content types managed metadata and site settings Examine processes for managing paper driven vs digital content Apply best practices for deploying SharePoint ECM features Support risk management and compliance regulations

E-doc ,2006 **Ecm Enterprise Content Management Second Edition** Gerardus Blokdyk, 2018-10-13 Are there any specific expectations or concerns about the ECM enterprise content management team ECM enterprise content management itself Is the scope of ECM enterprise content management defined Why not do ECM enterprise content management Do you aggressively reward and promote the people who have the biggest impact on creating excellent ECM enterprise content management services products Who is responsible for ECM enterprise content management This extraordinary ECM enterprise content management self assessment will make you the accepted ECM enterprise content management domain auditor by revealing just what you need to know to be fluent and ready for any ECM enterprise content management challenge How do I reduce the effort in the ECM enterprise content management work to be done to get problems solved How can I ensure that plans of action include every ECM enterprise content management task and that every ECM enterprise content management outcome is in place How will I save time investigating strategic and tactical options and ensuring ECM enterprise content management costs are low How can I deliver tailored ECM enterprise content management advice instantly with structured going forward plans There s no better guide through these mind expanding questions than acclaimed best selling author Gerard Blokdyk Blokdyk ensures all ECM enterprise content management essentials are covered from every angle the ECM enterprise content management self assessment shows succinctly and clearly that what needs to be clarified to organize the required activities and processes so that ECM enterprise content management outcomes are achieved Contains extensive criteria grounded in past and current successful projects and activities by experienced ECM

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