|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 |