



Overview of Enterprise Content Management



40%

Average time spent looking for information



70%

How often content is recreated rather than reused



200%

Annual rate at which content volume is growing

300%
Potential increase in legal and audit fees due to Compliance requirements

80%
Content in an enterprise is unstructured

>50K
The number of emails a knowledge worker receives per year

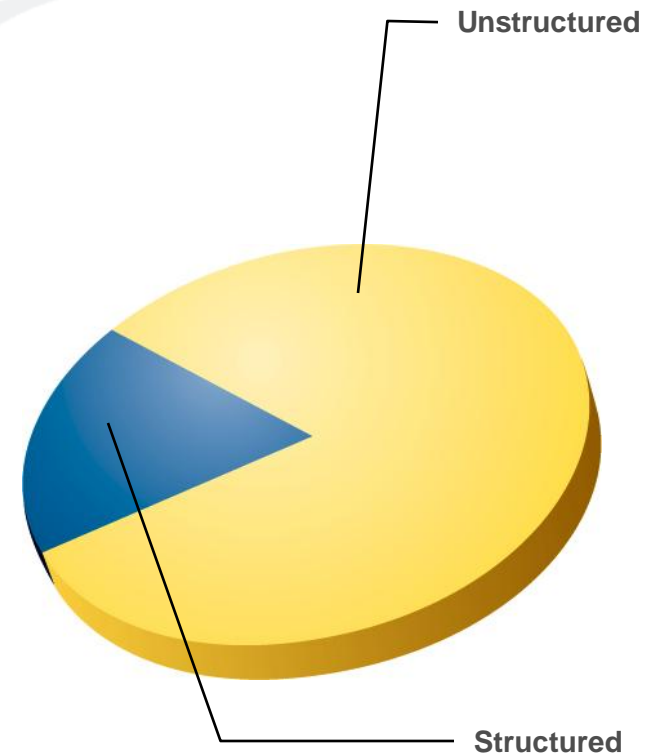


20%

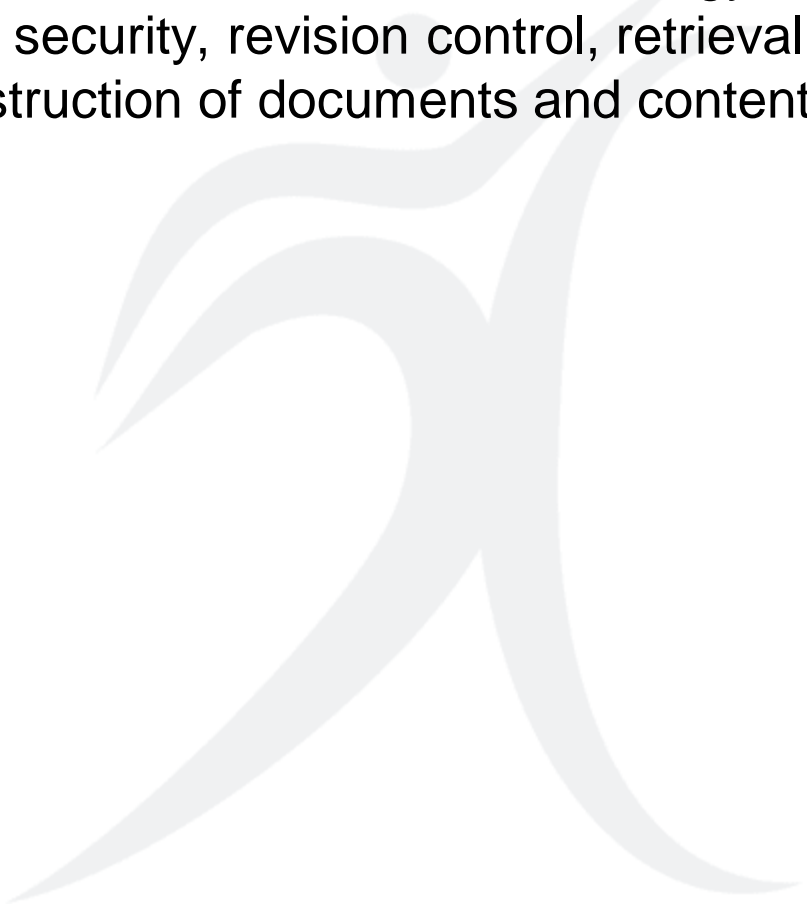
Average expense in creating, managing and distributing documents

35 Billion
Emails are exchanged in one day

- Unstructured content
- Does not fit into rows and columns
- Types of unstructured content
- Documents, Web pages, XML components, audio, video, medical images, scanned images, engineering drawings, enterprise reports, records, presentations, ...
- Over 80% of enterprise content is unstructured (Fulcrum Research)
- Content volume is growing by over 200% per year (Forrester Research)



Enterprise Content Management (ECM) is any of the strategies and technologies employed in the information technology industry for managing the capture, storage, security, revision control, retrieval, distribution, preservation and destruction of documents and content.



- Reduction of paper handling and error-prone manual processes
- Reduction of paper storage
- Reduction of lost documents
- Faster access to information
- Online access to information that was formerly available only on paper, microfilm, or microfiche
- Improved control over documents and document-oriented processes
- Streamlining of time-consuming business processes
- Security over document access and modification
- Improved tracking and monitoring, with the ability to identify bottlenecks and modify the system to improve efficiency

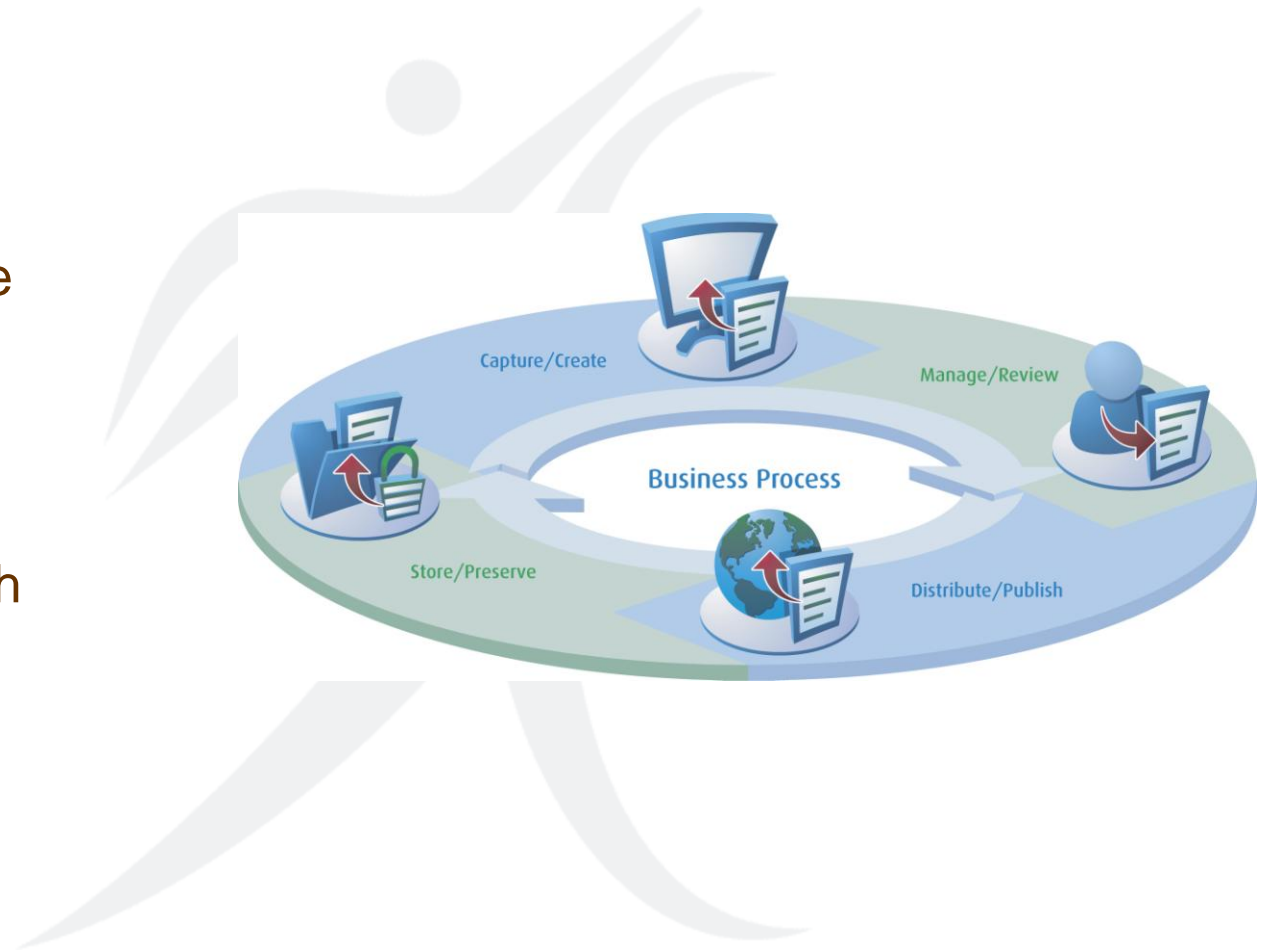
The ECM Solution

Create/ Capture

Manage/ Retrieve

Distribute/ Publish

Store/ Preserve



Components of A ECM Solution



- ❑ Capture
 - Manually generated and captured information
 - Document Imaging
 - Forms processing
 - COLD
 - Aggregation
 - Indexing
- ❑ Manage
 - Categorization
 - Document Management
 - Collaboration (collaborative systems, groupware)
 - Web Content Management
 - Records Management (file and archive management)
 - Workflow / BPM - Business Process Management
 - Digital Asset Management
 - Compliance
- ❑ Store
 - Repositories
 - Archive

Leading ECM Product Vendors



Questions?

