

Information Matters™

Electronic document and records management (EDRM)

EDRM

Information Matters™ is a leading UK provider of consulting and professional support services. We help a wide range of clients to improve the quality of their services to customers.

The challenge Information Matters™ has established a strong reputation in the records management sector, founded on our growing list of leading international clients and the increasing scale and complexity of the projects we have undertaken. Our expertise enables organisations to effect the vital changes in administrative practice and document storage which today's market demands.

We offer a complete package to address all aspects of the records management lifecycle. Our services range from basic cataloguing and information audit support through to the design and development of major records management programmes.

As well as providing the recruitment and management of specialist staff, we can manage any IT, IM and administrative services which support this area. We can also provide 'rapid response' teams to address specific issues, such as mergers and acquisitions or company relocations.

Overview With the increasing importance of information and the need for auditable trails of records, as well as creating necessary efficiencies through streamlining processes, electronic document and records management systems (EDRMS) have become an important solution to these challenges. However, getting the right system can be a logistical nightmare.

Our information management experts have a detailed understanding of the different legislation, regulations, guidelines and audit requirements that can apply to different markets, as well as the wider enterprise content management (ECM) agenda.

Information Matters™ consultants work with the majority of the industry leading EDRM and ECM vendors present in the market today and with our impartial advice, organisations can now guarantee that they implement the right system to achieve targeted objectives and comply with market specific legislation and regulations, thereby, minimising the risk to your organisation of "doing nothing".

Our professional approach and industry knowledge ensures our clients realise the benefits of increased productivity and efficiency, a reduction in potential integration costs, ensuring scalability with a true enterprise-wide system, whilst also gaining a return on investment, and the establishment of best practice.

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www.informationmatters.co.uk

Our encompassing expertise allows us to deliver wide ranging benefits, including:

- Independent consulting and professional support services, including the detailed analysis of business and technical requirements, project scoping and/or managed procurement services
- A consolidated methodical approach to deploying solutions which incorporates people cultures, business processes and technology
- The provision and deployment of industry leading EDRM/ECM software solutions or bespoke applications on your hardware of choice
- Fixed cost consultative options and competitive service rates
- Specific industry expertise in the public sector plus rail and transport, energy, oil and gas
- Alliances and accreditation with key hardware and software suppliers

Our value added services include:

Information and records management

- Strategic reviews and information audits
- Records management reviews
- Information governance health checks
- Policies, processes and procedures
- BSI BIP 0008 legal compliance audits
- Taxonomy
- Desktop research projects
- Space planning and storage audits
- Mergers and acquisitions support
- FOI reviews
- Email management reviews
- ISO 15489 audits

Project and support staff

- Consultants
- Interim managers
- Project managers
- Project support staff
- Document controllers
- Systems architects
- Database administrators
- Records managers
- Cataloguing and indexing staff.

Systems analysis and design

- Data, security and workflow modelling
- Feasibility studies
- Supplier reviews
- Business cases
- Programme management
- Procurement support
- Technical specification
- Functional requirements
- Hardware specialists

Systems implementation and support

- EDMS/EDRMS software and services
- CAD and GIS interface services
- Project management/document control
- Technical authors
- Tracking, bar-coding and RFID tagging
- Reprographics, scanning and digitisation
- 24 x 7 helpdesk, training and support
- Packaging and logistics
- Data capture and conversion
- On-site managed services
- Hosting services
- Integration and development.

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