



DATA SHEET

Documents and Records Management Decision Accelerator for Microsoft Office SharePoint Server 2007

Evaluate the solution for managing the lifecycle of enterprise documents and records in an onsite lab environment

Mitigate procurement and implementation risks.

The number of documents generated by or sent to individuals in an enterprise over the course of a year is nearly incalculable. Documents may be stored haphazardly on local or shared drives. E-mail is often used as the ad hoc medium for sharing documents. As volumes grow exponentially, it becomes increasingly difficult to store these documents and for people to find and share relevant information in a timely fashion. Once viewed as a time-consuming administrative task, document management has become an enterprise priority.

Additional complications arise for records, those documents containing structured data important to the enterprise for operational or legal reasons. Records require a more rigorous management process throughout their lifecycle, including how they are defined, collected, retrieved, retained, protected and disposed of at the appropriate time. Many organizations are under increasing pressure to manage risk more effectively and to comply with internal and external regulations and policies. Noncompliance can result in legal and financial penalties.

A Documents and Records Management Decision Accelerator offers:

- Opportunity to fully evaluate the solution in your own environment.
- Proof-of-concept that demonstrates key benefits.
- Experienced consultants dedicated to implementing a solution that meets your technical and business objectives.

Choosing the Right Solution

An effective documents and records management solution is more than just storing documents and records in a centralized repository. Thought must be given to enabling appropriate policies—for security, management, and retention—at every step of the document's life cycle and ensuring compliance with appropriate regulations. Ideally, a documents and records management solution can:

- Integrate seamlessly into the existing environment.
- Encompass the entire lifecycle of diverse documents and records.
- Allow for future growth and development (scalability).
- Minimize risk through better regulatory and corporate compliance.
- Reduce dependency on IT for the process.

Proof of Concept

The Microsoft® Services Documents and Records Management Decision Accelerator was designed to help you choose a documents and records management solution that will meet your requirements and maximize the return on your technology investment. The Decision Accelerator is a consulting service delivered by seasoned consultants who establish a proof-of-concept (POC) in your test environment, so you can effectively evaluate the solution. You can see firsthand how the Documents and Records Management solution integrates into your organization to manage, archive, preserve, and destroy documents and records according to your retention policies.

A well-designed POC establishes a meaningful evaluation.

Supporting Your Business Vision

Microsoft Services consultants are technology and business who are committed to your business goals. They apply the knowledge gained from hundreds of successful engagements to the unique requirements of your enterprise, making sure the solution fits into your technology infrastructure as well as your corporate culture.

Delivering Quality

Our consultants have proximity to product groups within Microsoft, giving them a deep understanding of applicable technologies and ensuring a seamless implementation. They are well-positioned to help you benefit from the effectiveness of the POC during your evaluation period.

A Microsoft Services consulting solution includes:

- Experienced Documents and Records Management consultants aligned to your business goals.
- Professionals who can effectively evaluate and strategize your requirements.
- Experienced consultants who can leverage their technology and enterprise acumen for successful planning and implementation.

Microsoft Services Office SharePoint Server 2007 Deployment Portfolio

	Envision & Plan Architecture			Build & Deploy Implementation			Operate & Optimize Support & Health		
	Business Planning	Decision Accelerator	Technology Planning	Deployment	Integration	Content Migration	Operations	Monitoring	Optimization
Enterprise Search									
Enterprise Portal and Collaboration									
Enterprise Content Management									
Documents and Records Management									
Internet.com Portals									
Business Processes and Forms									
Business Intelligence Portals									
Application Framework									

An important component of the Microsoft Services Office SharePoint® Server 2007 deployment portfolio, Business Processes and Forms Decision Accelerator fits in the Envision and Plan - Architecture phase of the portfolio.

Count On Us

Take advantage of the experience and knowledge that a Microsoft Services consultancy team brings to your enterprise when you choose the Documents and Records Management Decision Accelerator—an important part of the Office SharePoint Server 2007 solution.

For more information about consulting and support offerings from Microsoft, contact your Microsoft Services representative or visit www.microsoft.com/services.