

Sharepoint Document Lifecycle Management

Safeguarding Critical E-Documents IBM FileNet Content Manager Implementation Best Practices and Recommendations Managing Electronic Records ECM Technology Information Technology Applications in Industry II Active document lifecycle management Technological Convergence and Social Networks in Information Management Electronic Document Management Systems Document Control International Journal of Micrographics & Optical Technology Document Imaging Report Datapro Reports on UNIX Systems & Software The Information Management Journal Journal of Banking & Financial Services Information Management & Technology Optical Media News and Information Technology Forecast Library & Information Science Abstracts ITI 2000 SGML Buyer's Guide Robert F. Smallwood Fay Chuck Robert F. Smallwood Tom Jenkins Prasad Yarlagadda Jonas Lutz Serap Kurbanoglu Larry Bielawski Dowit Kassa Eric Berg Damir Kalpić Charles F. Goldfarb

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practical step by step guidance for corporations universities and government agencies to protect and secure confidential documents and business records managers and public officials are looking for technology and information governance solutions to information leakage in an understandable concise format safeguarding critical e documents provides a road map for corporations governments financial services firms hospitals law firms universities and other organizations to safeguard their internal electronic documents and private communications provides practical step by step guidance on protecting sensitive and confidential documents even if they leave the organization electronically or on portable devices presents a blueprint for corporations governments financial services firms hospitals law firms universities and other organizations to safeguard internal electronic documents and private communications offers a concise format for securing your organizations from information leakage in light of the recent wikileaks revelations governments and businesses have heightened awareness of the vulnerability of confidential internal documents and communications timely and relevant safeguarding critical e documents shows how to keep internal documents from getting into the wrong hands and weakening your competitive position or possible damaging your organization s reputation and leading to costly investigations

ibm filenet content manager version 5 2 provides full content lifecycle and

extensive document management capabilities for digital content ibm filenet content manager is tightly integrated with the family of ibm filenet products based on the ibm filenet p8 technical platform ibm filenet content manager serves as the core content management security management and storage management engine for the products this ibm redbooks publication covers the implementation best practices and recommendations for solutions that use ibm filenet content manager it introduces the functions and features of ibm filenet content manager common use cases of the product and a design methodology that provides implementation guidance from requirements analysis through production use of the solution we address administrative topics of an ibm filenet content manager solution including deployment system administration and maintenance and troubleshooting implementation topics include system architecture design with various options for scaling an ibm filenet content manager system capacity planning and design of repository design logical structure security practices and application design an important implementation topic is business continuity we define business continuity high availability and disaster recovery concepts and describe options for those when implementing ibm filenet content manager solutions many solutions are essentially a combination of information input ingestion storage information processing and presentation and delivery we discuss some solution building blocks that designers can combine to build an ibm filenet content manager solution this book is intended to be used in conjunction with product manuals and online help to provide guidance to architects and designers about implementing ibm filenet content manager solutions many of the features and practices described in the book also apply to previous versions of ibm filenet content manager

the ultimate guide to electronic records management featuring a collaboration of expert practitioners including over 400 cited references documenting today s global trends standards and best practices nearly all business records created today are electronic and are increasing in number at breathtaking rates yet most organizations do not have the policies and technologies in place to effectively organize search protect preserve and produce these records authored by an internationally recognized expert on e records in collaboration with leading subject matter experts worldwide this authoritative text addresses the widest range of in depth e records topics available in a single volume using guidance from information governance ig principles the book covers methods and best practices for everything from new e records inventorying techniques and retention schedule development to taxonomy design business process improvement managing vital records and long term digital preservation it goes further to include international standards and metadata considerations and then on to proven project planning system procurement and implementation methodologies managing electronic records is filled with current critical information on e records management methods emerging best practices and key technologies thoroughly introduces the fundamentals of electronic records management explains the use of arma s generally accepted recordkeeping principles garp distills e records best practices for email social media and cloud computing reveals the latest techniques for e records inventorying and retention scheduling covers ms sharepoint governance planning for e records including policy guidelines demonstrates how to optimally apply business process improvement techniques makes clear how to implement e document security strategies and technologies fully presents and discusses long term digital preservation strategies and standards managing e records is a critical area especially for those organizations faced with increasing regulatory compliance requirements greater litigation demands and tightened internal governance timely and relevant managing electronic records reveals step by

step guidance for organizing managing protecting and preserving electronic records

enterprise content management ecm describes a critical new segment in information technology ecm describes both a philosophical approach to and the underlying technologies used to help businesses transform their content into competitive advantage

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convergence is defined as the intertwinement of species or technologies tech logical convergence on the other hand refers to a trend where a single product such as a cell phone used in the past solely for communication evolves into a product that functions not only as a communication device but incorporates the distinct function ities of a number of other technologies thereby enabling users to take pictures listen to music access the send and receive e mail messages find their way and so on equally successfully social networks such as facebook youtube myspace and linkedin where users congregate discuss certain issues entertain themselves and share information in t tual audio and video formats are among the most frequented web sites social networks having 2 0 features offer personalized services allowing users to corporate their own content easily and describe organize and share it with others thereby enriching users experience more often than not a capable cell phone is all you need to get access to such social networks and carry out all those tasks such tools tend to change our private social and professional lives and blur the boundaries among them in other words our private social and professional lives are converging too someone using a cell phone could be communicating with his her friend s accessing information services taking an exam using a learning management system or conducting business

a user centered step by step approach to creating distributing and managing online publications this book explains publishing concepts technologies methodologies and information for choosing vendors it includes eight detailed vendor profiles

this book presents nine chapters covering essential topics in document control it provides important insights into document control principles processes and practices it addresses strategic issues as well as daily governance challenges in document control and provides practical advice on a number of topics including project document control

technology forecast 20032005 is the latest in a series that the pricewaterhousecoopers global technology centre has published annually for more than a dozen years this years book provides in depth coverage of enterprise applications and enabling software and forecasts significant developments in those areas over the next three years it also contains information of particular interest to senior executives including cfo perspectives for each of the chapters and a chapter on business reporting and xbrl as the pace of business quickens companies must eliminate information lag and make more timely decisions business intelligence technologiesbusiness activity monitoring event notification and digital dashboardsprovide executives with real time information about the status of key business processes including their relations with customers and suppliers new business integration technologies including increased use of xml based services are making end to end automation of business processes easier to

accomplish meanwhile the incorporation of analytic capabilities into virtually all enterprise applications as well as advances in knowledge management and collaborative technologies increase the speed and effectiveness of decision making technology forecast 20032005 discusses these and other changes under way in enterprise it is divided into three sections each highlighting a different area of enterprise software that together comprise ten chapters providing detailed coverage of specific technologies and applications enterprise applications contains chapters on enterprise suites including enterprise suite architectures supply chain event and performance management and enterprise resource planning customer facing applications and business intelligence and enterprise analytics including real time business intelligence and business activity monitoring information management comprises chapters on enterprise content management knowledge management and e learning and collaborative technologies enabling software includes chapters on xml and services component frameworks including j2ee and microsoft net application and portal servers and business integration technologies including business process modeling monitoring and management in addition the book features interviews with three leading figures in it vivek ranadivé founder chairman and ceo of tibco software a recognized industry leader ranadivé was selected by infoworld as one of the top ten technology innovators in 2002 he was also recognized by ernst young as a 2002 software entrepreneur of the year his book the power of now how winning companies sense and respond to change using real time technology mcgraw hill 1999 has been widely used as a business school textbook tony scottcto for general motors information systems and services organization where he is responsible for defining the enterprise architecture and standards across all of gms global business his work at gm has included the development of its employee portal and wireless strategy and he directs the companys involvement in it standards bodies and technology consortium organizations ronald weissman a venture partner with apax partners a leading international private equity and venture capital firm with offices throughout europe the united states israel and japan apax manages more than 12 billion on behalf of major institutional investors in the united states and abroad his focus is on u s and international opportunities in enterprise and infrastructure software and on apax portfolio company development

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