

E-Docs Requirements Framework

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Project Summary

The project objective is to create a framework that can be adapted by any agency to quickly identify all key requirements crucial to the success of EDM/AWS so that the agency can:

- Efficiently obtain consistent vendor proposals targeting the agency's actual key requirements that can be easily compared side-by-side.
- Accurately select the hardware and software solution best suited to the agency's specific needs based on functionality, supportability, return-on-investment, migration path, and implementation risk.
- Create a clear implementation plan for purchase, installation, conversion, training, operation, and support of the selected solution.

Project Goal

- Provide a framework for use by any agency to create key requirements for publishing an RFP for an EDM/AWS. The framework will have:
 - A table of contents
 - An executive summary
 - A section describing the process for obtaining key requirements
 - A section describing topics and areas of knowledge to use when determining key requirements
 - Appendices as needed

Project Outcome

This framework has combined project management essentials with guidance provided by the federal government for obtaining agency-unique requirements for an EDM/AWS, and includes a recommended list of requirements topics to be covered by the project team that was developed by comparing and building upon requirements used by numerous agencies. This framework also includes an example statement of work and references to other resources that the agency's requirements team may find useful. An agency can expect to have a significant investment of resources in terms of employee time, contractor fees, procurement, installation, integration, implementation, training, and maintenance of the software and hardware necessary to do even a limited EDM/AWS. It is important that an agency use proven project management tools to improve the likelihood of success.

Project Benefits

Taking a step-by-step, disciplined approach and applying internationally accepted project management tools and skills increases the likelihood that a project team will successfully provide requirements that meet the agency's need for an EDM/AWS that:

- Supports the agency's strategic goals
- Supports the agency's fully identified business processes
- Meets the agency's obligations for security, public records management, protection of confidential personal information and other confidential records
- Makes the best use of the agency's resources
- Harmonizes with the agency's current systems
- Produces a system that provides tangible benefits to the agency and its customers.

Project Team

For more information about this project, contact team members:

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