

Proposed Initiative Name: P11-13 Enterprise Content Management Solution assessment and evaluation

Sponsor: CAFA

Stakeholders: All Departments

Issue Statement

To assess and evaluate the Enterprise Content Management Solution

Issue Gap Analysis

1. What is the status quo/current status?

PRECorp has developed a listing of critical documents and associated requirements and begun testing of NISC's Document Vault application. We currently have multiple storage methods for our documentation including iVantage, Novatus, Document Vault, Bigbin, Insite and hard copy files.

2. What are the desired results/what is the desired state?

To develop a process to ensure that all critical documents are being properly managed and are easily available to the appropriate personnel when needed. We are looking at opportunities to consolidate control into as few applications as possible. To review and comply with the document retention policy (Policy 204) as part of the document review process.

3. Timeframe to complete

Review of critical documents complete by end of 2Q2014 and any additional requirements quantified by end of 4Q2014

4. Value Gap Factors/Steps to achieve the desired results/state

- Review listing of critical documents to determine if additional solutions are necessary or if document storage methods can be combined to reduce the number of applications PRECorp uses for their storage.
- Review of policy 204 against current FERC requirements to ensure adherence.
- Develop guidelines/processes to ensure all critical documents are properly and consistently stored, including hard copy adherence to policy 204.
- If necessary, develop, send out and receive RFP's for additional solutions.
- If necessary, develop project plan for implementation of new applications.

Initiative Scoring

Please Check Box to Score

Scoring Result: B3

