

ENTERPRISE CONTENT MANAGEMENT PRACTICE



UTC Associates is a leading integrator of Enterprise Content Management (ECM) capabilities. ECM is the strategies, methods and tools used to capture, manage, store, preserve and deliver content and documents related to organizational processes. 90% of the world's information has been created in the last two years and 80% of this data is unstructured. Unstructured digital content consists of audio, video, documents, images and graphics files. ECM tools and strategies allow management of an organizations unstructured information, wherever that information exists.

UTC Associates partners with the leading providers of ECM solutions, including Open Source solutions and Cloud based services to help our customers with the following ECM Disciplines:

● Electronic Document Management

Full lifecycle management of documents, including creation, versioning, collaboration, storage, workflow, retrieval, security and controls and retention. Documents include standard business communications, as well as documents and records requiring retention under specific policies.

● Web Content Management

Full lifecycle management of web based content, including public and private content. Capabilities include authoring, look and feel layout, workflows, approvals, text and image management, target device accommodation and customization, publication and security.

● Digital Asset Management

The management of imaged content and other digital assets such as video and voice recordings.

Service Provided

Business Support

Provide services to identify, categorize, and structure documents and records.

Provide services to digitize, categorize and archive existing documents.

Full End-to-End Tool and System Implementation

Provide planning, requirements, Requests for Proposals, integration development, testing, documentation and training for Enterprise Content Management solutions, including Open Source and Cloud Based solutions.

Ongoing Support

Provide user support, updates/enhancement, and ongoing training.

● Document Capture and Archiving Management

Management of the transformation of non-electronic documents and records into electronic format and inclusion into a comprehensive Document Management process. Includes creation of appropriate metadata required to categorize and manage the documents and records.

● Workflow and Collaboration

Automated processes that integrate with the larger enterprise business processes and manage the involvement of all stakeholders, such as content creators, testers, approvers, business partners, and managers requiring visibility into the processes.

Why UTC Associates for ECM

The UTC Associates is a leading services company and systems integrator, with strong knowledge and experience in Enterprise Content Management. UTC Associates provides full services in direct management of content, such as identification and digitization of content, and full life cycle support for the acquisition, deployment and management of ECM solutions. UTC Associates is vendor neutral and has deep experience in a variety of vendor products, as well as Open Source and Cloud Based solutions.

