

WEB BASED DOCUMENT MANAGEMENT SOLUTION CASE STUDY

vision within a solution

Profile:

A progressive small law firm offering a broad range of legal services such as planning, construction, corporate finance, insolvency and employment law, as well as offering more traditional areas of commercial law such as litigation, commercial and property.

User base: 25

No. of Documents: 20,000

Deployment time: 2 weeks

Total Cost: £6,000

Driver:

To move away from growing individual pockets of documents and information to a more consolidated document based knowledge repository. A growing concern was the lack of necessary document security, continuous need to add additional storage media as e-mail was used to pass documents internally as well as externally, lack of any structured form of version control for documents or precedents and finally the amount of time required locating the necessary information.

Challenges:

- *A solution that required minimum amount of investment, on-going cost and administration*
- *Fully functional, easy to deploy Document Management System available at any time and anywhere*
- *Cleansing and importing of 20,000 documents without previously defined profiles or structure*
- *Promote the concept of both internal and external collaboration for documents and knowledge*

“...finally a solution that takes into consideration our budget and size ...”

Solution:

As a small firm, it was not feasible to invest in any additional 'in-house' IT personnel and/or infrastructure to support any sort of client services solution. Therefore the solution had to ensure:

- Quick deployment
- Utilisation of existing hardware and infrastructure where possible
- Interaction with current applications being used
- Minimum on-going maintenance and support

Solution proposed and implemented provided the following overall features and functionalities:

- Centrally hosted repository for folders, documents and e-mails
- Provision of a structure for all documents and related matters
- Provided document profiling for easy search, identification and access
- Provided automatic version controls for documents and matters
- Provided Check-in/out facility so only one version of the document could be edited at any given time
- Security access at user, cabinet, folder and document levels
- Provided document History and audit trail
- The ability to access the firm's repository, therefore access to cabinets, folders and documents anytime or from anywhere using their existing internet connection
- The ability to add Scan and Fax documents and images into the repository

Additionally the solution provided: document flow process; one click processing; share and collaborate on documents with both internal and external clients, thus speeding up any approval process; integrate with the email system; and use of E-Signatures.

imus carried out a full analysis of the existing network, internet links and security, highlighting any concern both current and anticipated. All documents were cleansed; duplications eradicated and were given the appropriate profile and identification number and gradually migrated into the new centralised and managed repository. The client's staffs were given on-job interactive training to familiarise them with the new practices and procedures. These new practices and procedures were developed according to their existing practices to ensure minimum diversity from their existing working methods.

About imus

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