Document Management 101

Organize a seminar to cover how to start a document management program or improve an existing one.

Create draft EDM policy.

Create white papers to share on the **edm.northandoverma.gov** site

Local versus Cloud

Create an evaluation process to help people determine the total cost of ownership for local and cloud document management solutions.

This will include evaluating local hardware, storage, backup, network, bandwidth, staff support, web hosting, and other factors.

It will also look at one time and recurring costs for budgetary purposes.

Workflow

Create best practices around developing templates, forms, security rights, and workflow.

Backfile Conversion

Create best practices for evaluating and implementing backfile conversion projects and how to avoid creating new backlogs with workflow.

Web Access and Integration

Create white papers on how to make documents available online and how to integrate into other systems.

Laserfiche

Create user group to discuss shared Laserfiche resources.

General EDM

Create user group for general EDM topics.