

Survey of EDMS Hardware/Software Currently In Use

1) Do you have an operating EDMS system in place? Yes No Future procurement planned
(If no current operating EDMS system please skip to question 30)

2) How many users of the system? _____ How many concurrent users? _____

3) How many files are currently stored? _____ What is your average file size? _____

4) What is the primary function of your EDMS system? _____

5) Describe the primary hardware components of your system:
(If available please provide a diagram describing the components of your system)

Server(s) _____

Input Device(s) _____

Storage Repository _____

Primary Workstation(s) _____

Printer(s) and/or Plotter(s) _____

Other associated hardware components _____

Note: Information pertaining to software and operating system (client) data is detailed in the section entitled “ Survey of EDMS Work Performed Or Initiatives Under Development”

6) Do you store and retrieve engineering (CADD) drawings on a regular basis? Yes No

7) If yes, in what format are the drawings ? Native CADD Scanned Image Other (describe) _____

8) Was Legacy data transferred to your EDMS system? Yes No

9) If yes, describe the means by which it was captured _____

10) Describe your data capture process for inclusion of native format files (word processing, CADD, etc.) in to your EDMS system _____

11) Describe your digital document indexing process _____

12) Describe your digital document retrieval or query process _____

13) Describe, if applicable, your digital workflow process _____

14) Have security, version control and redundancy issues associated with your EDMS system been adequately addressed?
 Yes No

15) If no, what improvements to your EDMS system would be required to meet desired security requirements? _____

16) Is an efficient archive/backup process a component of your system? Yes No

17) If no, what modifications would be required to improve this activity? _____

18) Is Internet/Intranet integration a desired or current component of your system? Yes No

19) Does your site have a training program for system users? Yes No

20) What resources are required to maintain your system on a day-to-day basis? _____

21) How long did it take to install your system? _____

22) What problems were you setting out to resolve with the implementation of EDMS? _____

23) What challenges did you encounter during the implementation process? _____

24) Was an ROI done prior to the installation of your EDMS system? Yes No

25) If yes, what were the results? (If available attach ROI table) _____

26) Describe the tangible and intangible benefits realized by the inception of your EDMS system. _____

27) What user acceptance issues were addressed as your system was brought on-line? _____

28) What are the "Lessons Learned" that you would credit to the implementation of you system? _____

29) Additional Comments: _____

30) Are you planning to implement an EDMS system in the future? Yes No

31) If yes, within what time frame? 0 - 12 mo 12 - 24 mo 24 - 36 mo Undetermined

32) In what format are your documents currently maintained? digital paper microfilm microfiche

aperture card other (describe) _____

33) How are your documents currently indexed? card catalog digital data base other (describe) _____

34) Do your stored documents include plotted CADD drawings? Yes No

35) If yes, will the CADD drawings be stored on your EDMS system? Yes No

36) How would you capture the CADD drawing for electronic storage? ? scan native format other (describe)
