**Develop a Rationale for the Implementation of an Electronic Document or Record Management System**

**In the first part** of your project report, provide a profile for the organization (which you have done in the project proposal).

**In the second part** of your project report, prepare a business case which includes a rationale for why an electronic document and records management system would benefit the organization. You may use any of the EDRM (Electronic Document and Record Management) software listed below (or any other software that you can obtain legal rights to use) as a sample system when discussing the following questions. Include in your rationale for the project the following pieces of information:

1. *Business opportunity* describing the motivation for the project including a definition, a statement of scope, and a discussion of objectives that the project will help the organization achieve.
2. What problems the electronic system would resolve including the storage of information, filing issues, and reproduction issues;
3. Discuss *Document Conversion Strategy*
4. How records would be uniquely identified;
5. How the security of the information will be handled;
6. How personally identifiable information will be kept private;
7. How users will access the system including wireless connections;
8. How users will be able to search for records; and
9. Benefits and costs of the recommended solution (qualitative and quantitative) You can use projected figures in your benefit-cost analysis.
10. Other factors that you feel relevant

**Length requirement: no shorter than 5 pages (Single space, 12-point font size. Excluding the cover page and the bibliography)**

**Citation: APA format**

**Please following the rubric:**

1. Delineation of rationale factors: At least two additional factors were used with all the listed factors.
2. Description of rationale: Excellent description of rationales including five or more sentences for each.
3. Well written discussion, grammar and spelling: Persuasive and well written document in a memo format, error free.
4. Uses a variety of sources of information: Cited more than five diverse and relevant sources.
5. Provides analysis: Insightful, specific, new understanding of the topic.
6. Conclusion: Stated clearly.

Software that you can use:

* OpenDocMan
* KnowledgeTree
* DocumentLocator
* Globodox
* Sharepoint
* FileNet
* FileHold
* Hyperwave
* EMC Documentum
* Accutrac
* OpenText eDOCS
* Laserfiche ECM
* ArchiveSocial