



...experience the commitment™



Enterprise Content Management

BENEFITS

- Reduce expenses in physical storage, postage, supplies and labor
- Achieve productivity gains
- Facilitate litigation/e-discovery requirements
- Enhance business continuance and disaster recovery capabilities
- Improve secure access to critical documents
- Enrich client/taxpayer service
- Pursue green initiatives
- Enable a mobile workforce

TRUST IN THE RESULTS

- Achieve 20-40% in typical ECM savings
- Gain 100-1,000% in savings through business process management
- Reduce labor costs and generate up to 70% in savings

HELPING FACILITATE ENTERPRISE EVOLUTION DURING TOUGH TIMES

Organizations face intense pressure to decrease information processing time and expenses. At the same time organizations are facing increasing pressure around information compliance requirements and legal penalties. An enterprise content management (ECM) solution helps organizations achieve these objectives and head toward evolutionary business transformation.

Do these challenges sound familiar?

Are you drowning in paper files? Could your six week paper process be a same day electronic process? Are you vulnerable in the face of a disaster?

Are you worried about SOX, HIPAA, SEC compliance or e-discovery costs?

Are you confused about how to turn new recordkeeping requirements into a business advantage instead of a nagging cost?

Does your organization need an ECM strategy and plan, but your team is stuck on how to best approach and implement it?

CGI solves the ECM challenge

For more than 20 years, CGI's team of qualified professionals has helped clients develop enterprise content management, records management and knowledge management solutions that dramatically lower costs, improve efficiency and enhance customer service. CGI is an expert in improving business process operations and increasing knowledge sharing through the practical implementation and management of ECM strategies and technologies.

Hear it from our customers

We knew that having this integration was an absolute must if we hoped to get physician buy-in to use this system; and without that, the project would likely fail. CGI was a fully engaged partner in defining the requirements around this and jumped in with both feet to make it work."

—Dr. Dan Cass, Director of Medical Informatics, St. Michael's Hospital

Why CGI?

- **Breadth of offerings.** We address every component of the ECM services chain.
 - Capture, storage and retrieval
 - Workflow, compliance and records management
 - Organizational realignment
 - Knowledge management
- **Long-term experience.** 20+ year ECM history
- **Tailored expertise.** Combine ECM and industry expertise with knowledge of your business, providing the necessary match of insights and experience to make project results sustainable and practical

How to get started

CGI offers cost-effective ECM studies that deliver concrete results in as little as four weeks. We jump-start clients' enterprises to move them where they ultimately need to be, and make the move easy and predictable. Examples of deliverables include:

- Documentation of current situation and needs
- Gap analysis of current versus future state
- Mapping of business units versus ECM components
- Documentation of most pressing ECM needs and quick-win opportunities
- An implementation strategy document that includes addressing eight key functional implementation goals
- Knowledge transfer to maintain forward momentum beyond the study period
- High level roadmap to address key areas and propose a practical phased approach that is right for your needs

The cost of doing nothing

Paper and e-mail records continue to collect every day. Doing nothing about your content only compounds the problem. Does your office look like a paper landfill? A recent study demonstrated that one corporation paid over 40% of their legal discovery costs to look at subpoena documents past their retention date. Recent natural disasters have wiped out entire vital record collections, costing organizations untold fortunes. Regulations only continue to change and increase, so a strategy is needed today.

Can you afford to wait? Eliminate the Risk. Reduce your costs.

COMPANY PROFILE

At CGI, we're in the business of satisfying clients. For 30 years, we've operated upon the principles of sharing in our clients' challenges and delivering quality services to address them. As a leading IT and business process services provider, CGI has approximately 25,000 professionals operating in 100+ offices worldwide, giving us the competitive advantage of close proximity to our clients.

Through these offices, CGI offers local partnerships and a balanced blend of global delivery options—including onshore, nearshore and offshore expertise—to ensure clients receive the combination of value and expertise they require.

CGI defines success by exceeding expectations and helping clients achieve superior performance.