



Software
Records Management for SharePoint

CASE STUDY

Brisbane Catholic Education



Introduction

The Brisbane Catholic Education Office (BCEO) is the Head Office for Brisbane Catholic Education (BCE). Through the BCEO, BCE provides educational services, programs and resources for students in Catholic schools, as well as for adult education courses, parishes and other groups within the Archdiocese of Brisbane.

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Challenge

The BCEO is the central repository for BCE's teaching and learning resources. It contains all documents and records linked to finance, human resources as well as the curriculum and teaching resources for the educational programmes run by the BCE.

In order to provide a better service, the BCEO will be split into two regional centres over the coming months. As part of this business transformation, the BCEO requires an electronic documents and records management system that will assist in storing and easy retrieval of current – and future – documents accessible to users.

BCE implemented Microsoft Office SharePoint Server (SharePoint) 2007 two years ago, and have been utilising its document management capabilities. To cater to its growing requirements around managing extensive content, BCE felt it required a more comprehensive document and records management system.

Solution

BCE was attracted to i5's Record Management Software as it sits on top of the SharePoint platform and leverages SharePoint's existing document and records management capabilities.

OBS, Australia's premier SharePoint and i5 Software specialists, is working with BCE to implement the i5 Record Management Software, with the project currently underway.

Outcome

Once completed, the BCE's Record Management system will enable users to capture, track, manage and locate the extensive documents and records kept within the BCEO.

The i5 Records Management Software is compliant with the Victorian Electronic Records System (VERS) standards 1, 2 and 3, which are fast becoming the world leader in Electronic Records System Standards.

"BCE will have peace of mind that its record keeping practices and management are at World's Best Practice and in line with their compliance obligations," said Desmond Russell, Product Manager, i5 Software.

Benefit

With i5 Records Management Software being implemented on top of the SharePoint platform, BCE is confident that the new document and records management system will be quickly and easily adopted by their users already familiar with the SharePoint interface.

Benefits of i5 Software being implemented into BCE's existing SharePoint environment include:

- » Ease of use, as users experience the same SharePoint 'look and feel';
- » Enterprise Grade Scalability;
- » Incorporates 'Built in Workflows' for easy process management;
- » VERS Compliant Records Management for SharePoint;
- » Document and Records Management becomes an extension of existing SharePoint functionality;
- » Minimal training is required due to dovetailing into existing SharePoint software;
- » Minimal additional desktop support requirements;
- » Single infrastructure environment for both SharePoint and i5 reducing total cost of ownership.

BCE's Record Management system will combine existing SharePoint functionality and the i5 Records Management Software, enabling it to combine, manage and locate all of its education-related information, while ensuring peace of mind around compliance in its documents and records management practices.