

# QuickStart

## The Fastest Path to ECM Value!

The ECM QuickStart package is designed to get you earning value quickly upon subscribing to your **NEW Content and Records Management Platform**. This services bundle begins with two (2) basic departmental solutions so that you can drive value immediately, build momentum and have internal show cases for other business units to use as a model and communication vehicle.

Our team, with over 150,000 hours of cumulative experience, will introduce, educate and get you first-hand experience with the VersaFile implementation templates.

1. We deliver the first solution – you shadow us!

2. You deliver the second solution with our templates – we **SUPPORT** you to ensure your success!

Not only will you get your first two ECM solutions up and running quickly, but you will get the benefit of our templates, processes and people for long-term self-sufficiency.

Our approach to Enterprise Content and Records Management is **pragmatic, iterative** and always focused on **end-user adoption**, the key to a successful ECM/RIM program

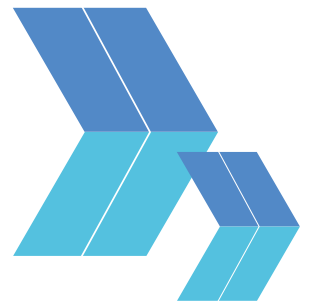
See the flip side for further details on our approach and what we promise as deliverables.

**Ensure your first two solutions get implemented quickly and successfully  
Start today – Call Us!**

**2  
ECM  
Solutions**

You Pick Which Ones

Fixed Price of \$44k



## The QuickStart Approach

### Phase I – QuickStart Initiation

We facilitate a workshop style session where you come prepared to define and finalize the scope of the two (2) basic ECM solutions you would like to implement.

### Phase II – Consultant Lead Implementation

In this first basic implementation, our consulting team will lead you through the ECM Implementation Methodology steps using VersaFile templates. While we are responsible for the final deliverables, throughout the process your staff will actively participate and execute assigned tasks.

### Phase III – Client Lead Implementation

In the second basic implementation, your team will lead the ECM Implementation following the above methodology and using the templates you learned to use in the first implementation. We will take a support and mentoring role.

## The QuickStart Deliverables

One (1) Workshop to finalize the scope of the two (2) departmental ECM solutions

One (1) Consultant Lead ECM Solution Deployment which includes the following:

- Project Plan
- Project Status Reporting
- Communications & Change Management Plan
- Requirements & Design
- Solution Configuration to Test Environment
- Solution Configuration Document
- UAT Test Scripts
- End User Training Materials
- Solution Deployment to Prod Environment

One (1) Client Lead ECM Solution Deployment which includes a block of consulting effort to deliver Support and mentoring to the Client in building out the following deliverables:

- Project Plan
- Project Status Report
- Communications & Change Management Plan
- Requirements & Design
- Solution Configuration to Test Environment
- Solution Configuration Document
- UAT Test Scripts
- End User Training Materials
- Solution Deployment to Prod Environment

**The QuickStart is a fixed price engagement at \$44,000 (plus applicable taxes)**

**For a detailed Statement of Work for the VersaFile QuickStart package, call us today!**