



Document Management Project

Overall Project Vision

Moving towards digitized documents and automated workflow for most of the administrative offices by implementing the Document Management Solution

Overview	Objectives	Guiding Principles	
<p>Rhode Island College is planning to implement the Phase 1 of the Document Management Project in FY2017~2018. This phase of the project is to install Lexmark software, implement the proper document management workflow for the Admission Office and scanning old paper transcripts for the Records Office. This new Document Management system will allow the Admission Office to process all RIC applicants' applications electronically (hence saving paper cost) and the Records Office to convert all existing old paper transcripts into electronic format (hence all RIC students' academic records are preserved digitally).</p>	<ul style="list-style-type: none"> • Install Lexmark Software • Complete the configuration of the Lexmark software so that it integrates with RIC's existing PeopleSoft systems • Complete the training of RIC staff who will be using on the software • Design the document management workflow for the Admission Office • Implement the document management workflow for the Admission Office • Complete the scanning of all existing paper transcripts for the Records Office (at a remote site offered by the vendor) 	<ol style="list-style-type: none"> 1. Cut paper cost by implementing the Document Management system 2. Increase the scope of the documents that could be digitized 3. Develop or revise specific policies on archiving of digital documents 4. Integrate the Document Management System with the College's Administrative System 	
Sponsor Offices	Project Approach	Communications	Metrics
<ul style="list-style-type: none"> • Executive Sponsors • Provost/VPAA Office • VPSS Office • AVPIS Office • Project Manager • Lexmark Consultant • MIS • Business Owner • Admission Office • Records Office 	<ul style="list-style-type: none"> • The Document Management project is a FY17 project. • This project will be jointly managed by Lexmark and MIS • The new Document Management system, once implemented, will become part of Rhode Island College's administrative systems • This project plan follows the proven product/service life cycle 	<ul style="list-style-type: none"> • Will communicate to the appropriate teams: <ul style="list-style-type: none"> • Admission Office staff • Records Office staff • MIS Department staff • Provide training to all related staff • Develop and update RIC specific documentation • Project progress will be monitored using a Gantt Chart and shared among project team members 	<ul style="list-style-type: none"> • Admission Office <ul style="list-style-type: none"> • 100% paperless in handling of students' application • Records Office <ul style="list-style-type: none"> • 100% digitized paper transcript archives of previously graduated Rhode Island College students