MoReq2

HANNS KÖHLER-KRÜNER
AIIM INTERNATIONAL
& DLM FORUM

Who is AIIM ?

We are the community that provides education, research, and best practices to help organizations control information and maximize its value.

Goals of the DLM Forum

- To establish a strategic network to bring together individuals and organisations, from both the public and private sector involved in Document Lifecycle Management

- To provide a formal and sustainable entity to support the Forum members in fulfilling their roles and responsibilities

- To raise awareness in the field of Document Lifecycle Management

- To provide technology and knowledge transfer and information services, appropriate practice guidelines, benchmark indicators and information, educational, skills development and research opportunities.

Agenda

- ## The History of MoReq (2)

- ## The Background
  - Why MoReq2
- ## The Importance
  - The future of Moreq2
    - Testing & Governance
  - MoReq2 in EC countries
    - Chapter O
  - MoReq2 in Nederland?
- ## Questions?

The Structures
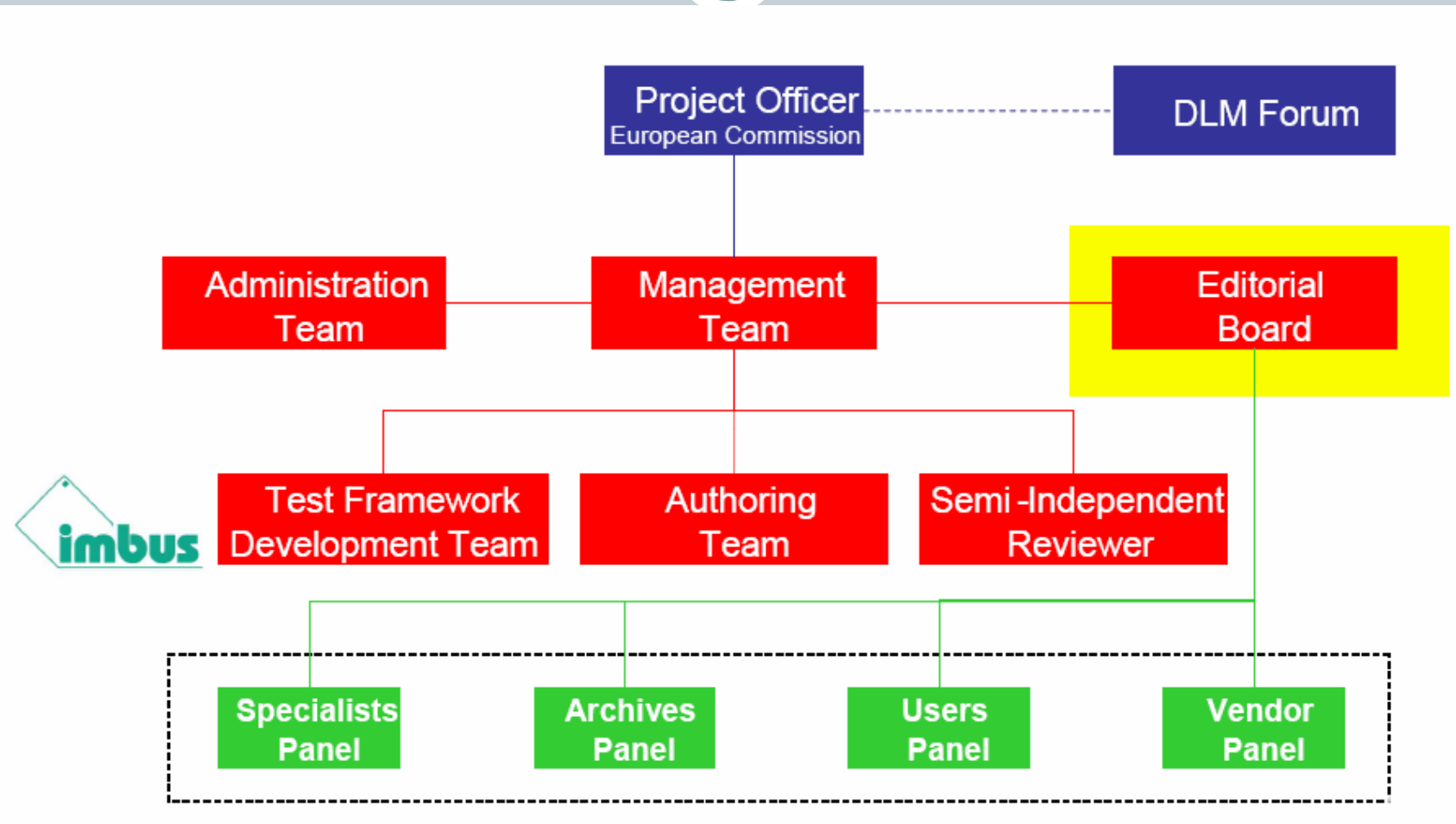
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Industry Involvement

ALMOST ALL THE RECORDS MANAGEMENT INDUSTRY

Adobe · Anite · BCC Services · Captaris · DEXMAR · DocuWare

EMC² · eSMART systems · Fabasoft · T-Systems · HAESSLER

HYPERWAVE · IBM · EXPRIT · ICZ · IDOX · MELONWEB · meridio

Microsoft · Objective · OpenText Corporation · ORACLE · SAP

SER · SPESCOM · VIGNETTE · XEROX · ca · TOWER SOFTWARE

Also later joiners: Capgemini, Civica, Fujitsu, EDRM Solutions, ErgoGroup, FreeSoft, Getronics, Lockheed Martin, Morse…

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Why MoReq2

Content of MoReq2

- Overview of ERMS Requirements
- Classification Scheme and File Organisation
- Controls and Security
- Retention and Disposition
- Capturing and Declaring Records
- Referencing
- Searching, Retrieval and Presentation
- Administrative Functions

Optional Modules

- 10.1 Management of Physical (Non-electronic) Files and Records
- 10.2 Disposition of Physical Records
- 10.3 Document Management and Collaborative Working
- 10.4 Workflow
- 10.5 Casework
- 10.6 Integration with Content Management Systems
- 10.7 Electronic Signatures
- 10.8 Encryption
- 10.9 Digital Rights Management
- 10.10 Distributed Systems
- 10.11 Offline and Remote Working
- 10.12 Fax Integration
- 10.13 Security Categories

Non-functional Requirements

- 11.1 Ease of Use
- 11.2 Performance and Scalability
- 11.3 System Availability
- 11.4 Technical Standards
- 11.5 Legislative and Regulatory Requirements
- 11.6 Outsourcing and Third Party Management of Data
- 11.7 Long Term Preservation and Technology Obsolescence
- 11.8 Business Processes

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  - *MoReq2 in EC countries*
    - *Chapter O*
  - *MoReq2 in Denmark?*
- Questions

Questions ?

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ECM
Enterprise Content Management
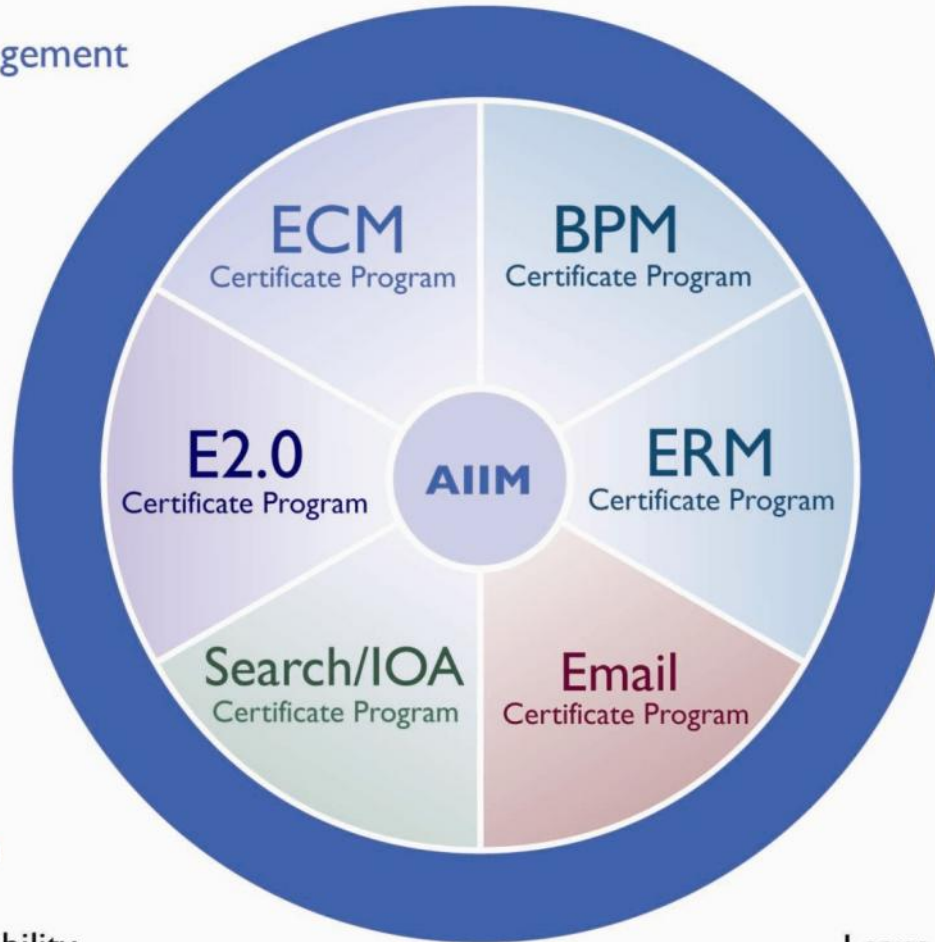Learn how to take control of your information assets.

E2.0
Enterprise 2.0
Learn best practices for using Web 2.0 technologies to improve collaboration across the enterprise.

Search/IOA
Information Organization & Access
Learn how to optimize findability and enterprise search.

BPM
Business Process Management
Learn how to improve your business processes.

ERM
Electronic Records Management
Learn how to take control of your electronic records.

Email
Email Management
Learn best practices for managing your corporate email.

ECM Certificate Program
BPM Certificate Program
E2.0 Certificate Program
ERM Certificate Program
Search/IOA Certificate Program
Email Certificate Program
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