

RIMtech

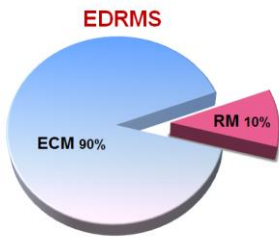


Where Software Meets Recordkeeping®

RIMtech is a vendor-neutral consulting firm specializing in **Electronic Document & Records Management Systems (EDRMS)** services. Principal Partner **Bruce Miller** is a leading expert on electronic recordkeeping, and is widely regarded as the inventor of electronic recordkeeping software. RIMtech delivers an exceedingly unique, specialized combination of recordkeeping and technology skills and experience. RIMtech provides services to organizations on critical electronic recordkeeping matters such as product selection and evaluation, implementation readiness and planning, information governance, standards compliance, and technology assessment. We also assist software vendors to attain product certification, develop products plans, and comply with recordkeeping requirements.

Measureable Results

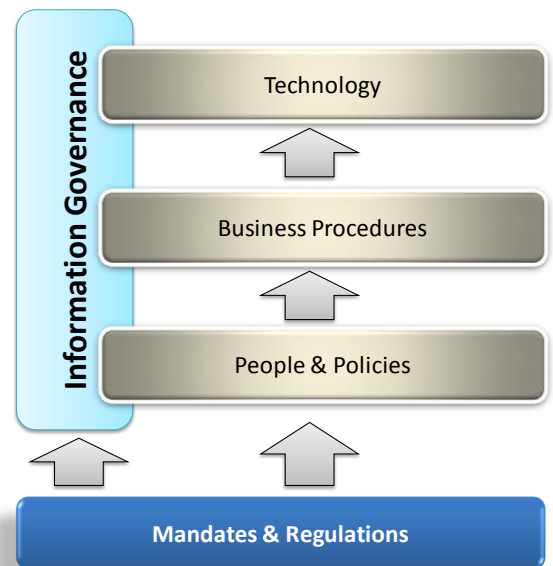
A successful electronic recordkeeping project requires a significant emphasis on business culture and organizational change, concrete measurement of goals and outcomes, and complete command of the software technology's capabilities and limitations, all within a consistent



governance framework. The RIM component of EDRMS software may be only 10% or so, however *this 10% greatly impacts the remaining 90%*. RIMtech's **12-step EDRMS Implementation Methodology®** delivers the structure, rigour, and discipline needed for implementation success, regardless of the technology used or the particular corporate RIM culture. This methodology is a highly

adaptable, fully compliant information governance plan that takes into account the people, policies, business procedures, and RIM/EDRMS technology in order to ensure a successful implementation. Most importantly, it utilizes well-defined concrete measures to ensure ongoing successful compliance that meets your business needs.

RIMtech Governance Framework®



Bruce Miller

Mr. Miller co-founded Provenance Systems in 1989, where he pioneered the world's first electronic recordkeeping software. In 1997 he achieved the world's first e-Records software certification against the US DoD 5015.2 standard. He founded Tarian Software in 1999, where he developed the world's first e-Records software *engine* for business software. Provenance was acquired by ECM Documentum Corp., and Tarian Software by IBM Corp. Since forming RIMtech in 2004 Bruce has focused exclusively on the implementation of electronic recordkeeping systems. Bruce's ground-breaking book "*Managing Records in Microsoft SharePoint 2010*" is available worldwide through [ARMA International](#).



Awards

- **IBM Corporate Technical Recognition**, Boca Raton FL, 2003
- **Emmett Leahy Award**, ICRM Chicago IL 2003
- **Ted Ferrier Award of Excellence**, ARMA Ottawa 1999

Services

RIMtech can help you *understand, prepare for, select, and implement* electronic recordkeeping and information management solutions. We help you answer questions such as; Why do so many EDRMS projects fail? How can we implement our software? How can we become compliant? How can we leverage Microsoft SharePoint? Are we ready for EDRMS implementation? How can we measure success? What resources and funds will I need? Below are typical RIMtech services engagements:



Software Implementation	Implementation planning & strategy, through to enterprise rollout.
Software Evaluation and Selection	Candidate short-listing, product research, review and assess final candidates. Product recommendations based on your specific requirements. Proposal preparation
Information Governance	Detailed, effective and sustainable Information Governance Plans.
Product Assessment	Detailed, unbiased product technical assessments. RIMtech is well respected for its RIMTAR® reports – RIMtech Technical Assessment Report.
Education	Ongoing public education. Develop and deliver customized in-house training and workshops for your key project stakeholders.
Project Management	Project team guidance, or directly manage your project implementation team.
Readiness Assessment	Risk and gap analysis, readiness assessment, detailed implementation readiness plans and strategy
Business Case	Realistic business cases, tied tightly to business mission and goals.
Product Certification	Compliance assessment against US DoD 5015.2, ICA Module 2, or VERS. Compliance roadmap, development team guidance, DoD certification testing, liaison.

RIMTAR® Reports

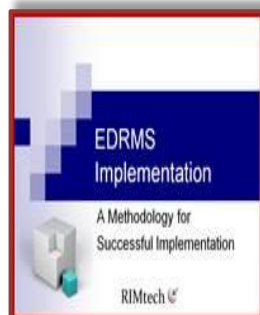
RIMtech's Technical Assessment Reports are deep, probing examinations of software products that focus entirely on RIM claims and capabilities. These reports deliver the unprecedented insight you need to fully understand the RIM capabilities and limitations of the software that plays a crucial role in your RIM strategy. RIMtech publishes reports in the public domain, and can develop custom reports under contract.

Education

RIM technology evolves rapidly, and can be difficult to fully understand. Significant technology changes can occur throughout a typical multi-year implementation project. RIMtech helps you keep abreast of the technology through our extensive program of public and private educational events. We deliver hard-hitting, brief information sessions at industry conferences and private events around the world. For the most important and topical RIM issues of the day, we deliver deep-dive workshops where you can learn the very latest RIM technology and techniques in sufficient detail to immediately apply to your specific project. We can also custom-tailor education programs for your particular project.



Contact RIMtech today to learn more about how we can help you achieve EDRMS project success and meet your information management business goals.



RIMtech

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