

Our Health Check Service



**KEEPING YOUR
CONTENT MANAGEMENT
SYSTEM IN SHAPE.**



GET WITH THE PROGRAM!

Managing the complexities of regulatory compliance takes much more than installing suitable systems, tools and processes.

Information Management is not a 'set and forget' project – it's a continually evolving practice that requires regular functional and technical assessment. Efficient, timely performance, continued scalability and security protocols must be monitored and maintained, and the system configured to support the evolving way your organisation works. This – and only this – ensures optimal regulatory and organisational compliance.

In other words, you need regular professional health checks. And that's what we do.

Information Management is a continually evolving practice



FIXING A BASELINE

First, let's see how healthy you are.

Our Health Check service combines on-site and remote consulting to functionally and technically assess your current system configuration and its ongoing usage/performance viability, across your full Content Manager environment.

Recommendations to improve system performance and information security are provided with specific areas of concern identified. The resulting report advises the remedial steps needed to satisfy your evolving regulatory and work practice integrity.

Getting upgrade-ready

Regular, continuing operational integrity is vital. But if you're planning to upgrade your mature HP TRIM, HPE Records Manager or Micro Focus Content Manager platform to the latest version, a full preparatory Health Check is a critical step in executing your upgrade with reduced risk and at a minimised cost.

In either case, an INFORMATION Health Check starts with a stress test.



Technical Health Check

This process will assess the architecture of your production environment and identify issues, constraints and limitations. We will undertake a thorough review of the backend configuration and make recommendations about the steps you need to take to achieve optimal sizing, configuration, performance, resilience and scale.

Checklist

- System architecture
- Database details
- Workgroup servers
- Event servers
- Content indexing
- Log files
- Document stores
- Back-up and Disaster recovery

Functional Health Check

This process will document the core configuration of your production environment and identify needs and opportunities for its proactive improvement. We'll drill down into the operation of your corporate and regulatory taxonomies, application of policy to content, security and access controls, workflow processes, record type configuration and recordkeeping services.

Checklist

- Security configuration
- Location structures
- Retention schedules and legal hold
- Business classification scheme
- Word indexes
- Record types
- System options

Your digital transformation strategy – what's the right path?

It's a journey that offers substantial rewards and major challenges – in equal measure. In embarking upon it, many Government departments and private sector enterprises around the world are adopting 'Cloud First' strategies – but from a compliance viewpoint it's a risky transition. Understanding how you can leverage your existing investment in on-premises systems such as Content Manager while navigating a path to the cloud seamlessly and safely is the only place to start.

Having worked for over 20 years in the compliance space, INFORMOTION's global team provides in-depth knowledge of the Content Manager system. We have a broad and deep understanding of business and government processes, and the regulatory obligations that constrain them.

Safeguarding against compliance risk and future-proofing your Content Manager system and digital strategy begins with a simple INFORMOTION's Health Check. Book it in now!

PROFILE OF A PROFESSIONAL

INFORMATION is an innovative professional services organisation specialising in the design and implementation of modern information management, collaboration and governance systems. With solutions built on world class platforms like Micro Focus Content Manager (CM), Microsoft O365 and SharePoint, LiveTiles, Ephesoft Transact and EncompaaS we can help you map and execute your digital transformation strategy – on-premises, in the cloud or hybrid.

INFORMATION provides managed services for remote technical, and records management functional system checks. Hosted services are provided across: Azure, Optus Cloud, Private Cloud, the Government Data Centre and the eHealth platform.

**INFORMATION works
with customers across all
industry sectors**

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