

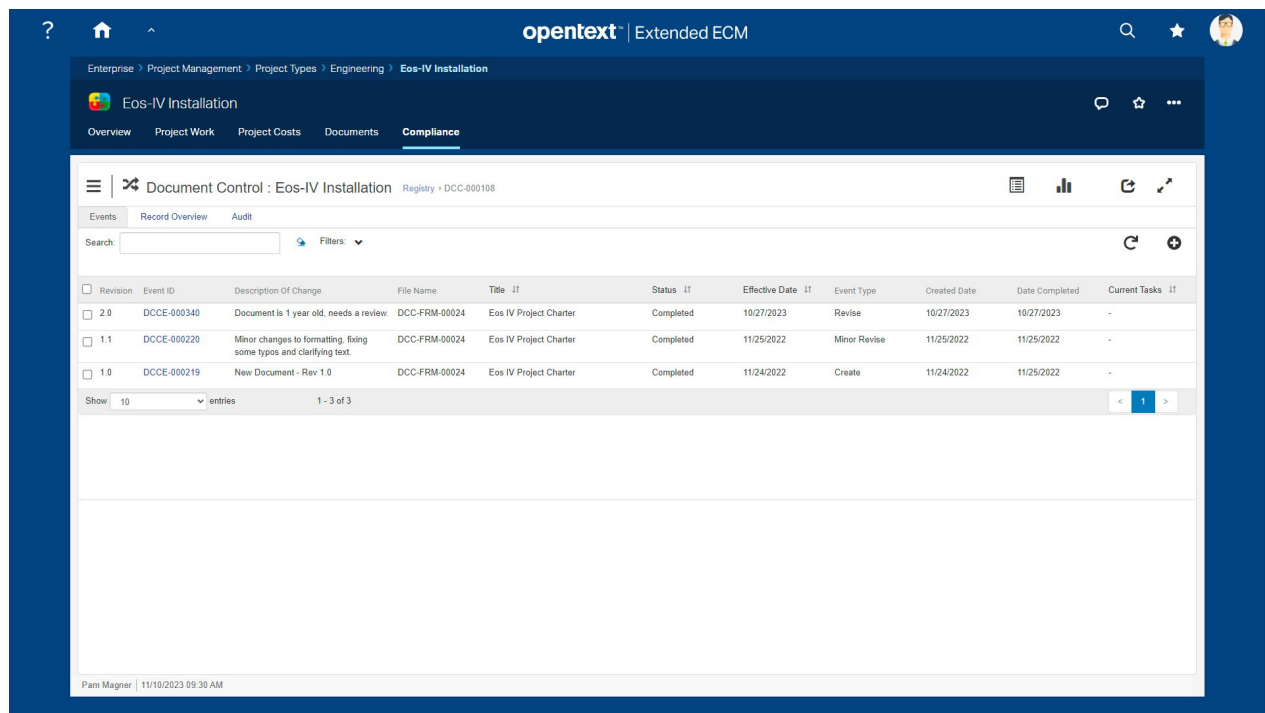
Solution Overview

OpenText Project Document Control for Extended ECM

A robust project document control process lies at the heart of organizations' project management process. Every aspect of project auditing and compliance verification is determined through the scrutiny of documented evidence. **OpenText™ Project Document Control for Extended ECM** is a solution that ensures controlled creation, revision and obsolescence of controlled project documents. Controlled project documents could include, project charters, project

status and executive reports, drawings, policies and procedures and more.

OpenText Project Document Control for Extended ECM is a complete off-the-shelf best practice solution for managed project document control in a workflow driven environment while utilizing the document management and security features of OpenText™ Extended ECM.



General

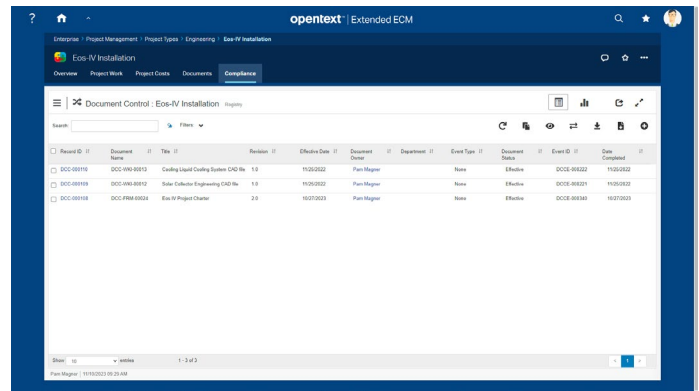
- **Single, centralized system:** Create, manage, track and review all relevant project document records. Create, revise and mark documents obsolete in a single system.
 - Save time and money with automation in a centralized solution. Reduce human errors, minimize project risks
- **Easy to deploy and use:** An Add-on solution that integrates and is easily deployed on Extended ECM.
 - Save time in deployment, little training time required, increase user adoption
- **Real-time data and reporting:** Configure reports and dashboards to show real-time data for status and reports.
 - Informed decision-making increases efficiencies, improves processes and drives revenue growth
- **Notifications:** Ensure on-time reviews, updates, and approvals.
 - Optimize the process, increase efficiencies
- **Navigation:** Enhanced solution layout enables easy navigation to all records and associated history.
 - Optimize the user experience, increase efficiencies

Process

- **Workflow enabled project document control process:** Pre-configured workflows provide defined processes and a systematic way of managing all project document activities.
 - Ensure efficient and compliant projects
- **Supporting documents:** Easily add additional supporting project documents to your document processes to capture all data.
 - More informed decision making through access to all related documents and data
- **Role based processes:** All workflows are role based consisting of the following roles: document owner, reviewer and approver.
 - Simplify user assignments, saving time and increasing adoption
- **Document libraries:** Project documents are managed in different project folders related to different document lifecycle states. Project teams typically only access effective documents, but all document revisions are stored within the project workspace.
 - Increase efficiencies and reduce errors
- **Revision control:** Document revision provides clarity on the document history. Simplifies audit query responses.
 - Reduce errors and increase efficiencies, saving time and money

Auditing

- **Procedure compliance:** Standardized workflows manage the processes for project document control.
 - Ensure organization policy and regulatory compliance
- **Audit trail management and tracking:** Full audit trail of who requested and made changes, when the changes occurred and who approved them are available. Report on all project document control history and trends. Electronic signatures can also be used if required.
 - Demonstrate regulatory compliance



Integration and enterprise systems

- **OpenText Blazon:** Use OpenText™ Blazon™ to convert your documents to PDF for consumption ensuring approved project content cannot be modified.
 - Protect content and reduce errors
- **Enterprise systems:** Connect to enterprise systems such as SAP®, Salesforce®, Microsoft 365® and more with Extended ECM. Allow document consumers to use their line of business solutions to access documents they require.
 - Simplify user access, increase user adoption and reduce errors

An abstract, high-quality 3D rendering of a blue liquid splash or wave. The liquid is highly reflective and glossy, with intricate highlights and shadows that create a sense of depth and movement. The splash originates from the top right and flows downwards and to the left, forming a complex, organic shape. The background is a dark, gradient blue, which makes the lighter blue liquid stand out prominently.

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