

OpenText Governance for Microsoft® SharePoint®

Optimize your organization's productivity, reduce costs and risks, and gain control of critical SharePoint content

As enterprise content grows exponentially, government agencies are required to reconcile information across disparate systems to operate transparently, improve access to information for decision support, and ensure compliance with litigation requirements—while staying within tight budgets. OpenText Governance for Microsoft SharePoint builds on your existing SharePoint base, making content accessible to your employees throughout its lifecycle to comply with regulations, improve system performance, reduce costs, and increase overall productivity. It reduces the risk of non-compliance and litigation through cost-effective, comprehensive information governance.

Control SharePoint content chaos

At all levels of government, departments depend on Microsoft SharePoint to streamline collaboration and document-driven projects. As a well-established solution, SharePoint makes site creation easy – without requiring professional IT support – and provides features for users to share content. While SharePoint does offer broad functionality, however, the propagation of SharePoint sites and related content presents challenges for CIOs, IT, and legal departments charged with delivering compliance and governance programs.

As SharePoint sites grow across your organization, the information contained within each site also increases, often outside of the information management policies of IT. Hundreds of sites are created and then abandoned after each project has run its course. As a result, many legacy SharePoint sites exist, filled with un-archived documents and email. Storage systems are hampered by large amounts of duplicated data, which is intensified by the growth of unstructured information inside an organization. Poorly managed SharePoint information impedes information security, efficiency, and frequently undercuts effective mission execution.

BENEFITS OF OPENTEXT GOVERNANCE FOR MICROSOFT® SHAREPOINT®

- Gain control of the proliferation of SharePoint content and sites across your organization; consolidate SharePoint content into your information infrastructure for optimal control
- Ensure good governance and compliance with regulations 36CFR, NIST, DOD 5015.2, and MoReq2010 v1.1
- Minimize legal risk and storage costs by automatically archiving SharePoint sites and content
- Optimize performance through efficient large file storage; reduce SQL server requirements
- Improve user experience and productivity as users collaborate and manage content within the familiar SharePoint environment
- Realize significant ROI by leveraging your current Microsoft SharePoint investment and enhancing SharePoint capabilities with records management, archiving and storage, digital asset management, discovery, and business process management

For more information, visit: <http://www.opentext.com/What-We-Do/Industries/Public-Sector>

Now you can address the information management issues inherent in the creation of multiple SharePoint sites—and save costs on storage at the same time. OpenText Governance for Microsoft SharePoint extends your SharePoint functionality with the critical capabilities of public records management, archiving, security, regulatory compliance, and information governance.

Good governance is mission critical

Good governance is not just an abstract goal—it enables public sector organizations to meet their charge of strict information stewardship, privacy, and security. Achieving governance ensures that the full force and accuracy of an organization's information supports mission-critical activities.

Many government programs and services cut across organizational or jurisdictional boundaries and this can create duplicate information within each functional silo. Standardizing on the correct information to fuel activities and decisions is a challenge that is not addressed by housing multiple SharePoint sites.

Make your organization truly accountable by focusing on a single source of truth with OpenText Governance for Microsoft SharePoint. It provides complete content lifecycle management for SharePoint sites, including records management; the archiving of collections, sites, and document libraries; and the provisioning of new sites to assure that critical information is safe, available, and supports ongoing, mission-critical activities.

Interoperability with existing infrastructure

With OpenText Governance for Microsoft SharePoint you can make all of your SharePoint content an integral part of your agency- or department-wide information architecture. Automatically connect created or managed SharePoint content to other content types and servers. Storing SharePoint content in a consolidated repository helps to ensure security, control access, optimize storage, and improves search and discovery capabilities. When information is centralized, you can apply

information governance, compliance, and archiving policies uniformly across all systems – from SharePoint to ERP to Enterprise Content Management (ECM). Improve the value of your enterprise content with a holistic approach that drives quicker decision making, improves efficiencies, and complies with policy.

Improve performance while reducing costs

Government agencies require the ability to preserve content where required and dispose of it when it's no longer necessary. Archiving provides long-term, compliant records management yet SharePoint's functionality for site archiving is limited. With OpenText Governance for Microsoft SharePoint, organizations can move content to a single archive to lower ongoing storage and administration costs. Archiving ensures that content is stored once and access provided to it across systems and environments. Inactive content is kept only as long as it's needed to satisfy regulations or legal requirements according to policy. Overall performance increases and infrastructure costs are lowered as the load on SharePoint servers is significantly reduced.

Achieving regulatory compliance

Government laws and regulations dictate rules for information access, usage, and preservation. Systems like SharePoint that are used to create or manage information must be aligned with those mandates. If content housed in SharePoint silos isn't archived or disposed of compliantly, agency information security or privacy could be at risk.

OpenText Governance for Microsoft SharePoint embeds records management standards like 36CFR, NIST, DOD 5015.2 and MoReq2010 v1.1 to ensure compliance and records security. You can use it to provide defensible disposition for content created or stored in SharePoint. Bringing SharePoint content into your information infrastructure ensures that content consistently follows the same compliance guidelines and is more readily searched for and retrieved when required for investigations, litigation, or audit.



Good governance.... ensures that the full force and accuracy of an organization's information supports mission-critical activities

*With SharePoint
integrated
into your
information
infrastructure....
People spend
less time
searching for
or recreating
content and
more time
focused on the
task at hand.*

Optimizing SharePoint functionality to enhance productivity

Improve end-user productivity by providing access to content, applications, and processes directly from the SharePoint user interface. With OpenText Governance for Microsoft SharePoint, your users can collaborate and access content, regardless of where it's sourced, stored, or managed, directly within their familiar SharePoint environment. From the user's perspective, the experience is unchanged, minimizing disruption and maximizing user adoption.

With SharePoint integrated into your information infrastructure, content is both discoverable and accessible. People spend less time searching for or recreating content and more time focused on the task at hand. Insights based on historical data and trends are more easily accessed to improve decision making and overall efficiency. OpenText Governance for Microsoft

SharePoint supports files larger than 50 megabytes, meeting the needs for scalability required by agencies. The solution's scalability and interoperability enhances overall productivity, as well as system performance.

OpenText Governance for Microsoft SharePoint helps agencies to leverage their investment in existing SharePoint systems and extends its functionality with digital asset management, image capture, CAD document management, and business process management.

Microsoft and OpenText – A Proven Relationship

Optimize your SharePoint system with the only public sector solution tailored to comprehensively enhance the full range of SharePoint capabilities with critical governance functionality. Because of our unique OpenText relationship with Microsoft, for over 20 years our companies have worked together to ensure the top-tier technical solutions for our public sector customers. ■

www.opentext.com

NORTH AMERICA +800 499 6544 ■ UNITED STATES +1 847 267 9330 ■ GERMANY +49 89 4629-0
UNITED KINGDOM +44 0 1189 848 000 ■ AUSTRALIA +61 2 9026 3400