

D/IMS DOCUMENT / IMAGING MANAGEMENT SYSTEM

EXECUTIVE OVERVIEW

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D/IMS Project

Executive Overview

What is D/IMS?

D/IMS is an information and communications infrastructure that will ensure that the broader objectives of managing the Department's total document resources are achieved in an efficient and cost-effective manner.

What is D/IMS? Continued...

It is a system:

To automatically collect and report accurate, timely, complete document information, reliably and consistently to all types of users across computer networks;

To electronically provide for adequate management, conversion and use of major document resources to include maps, real property information, permits, and other paper instruments;

What is D/IMS? Continued...

It is a system:

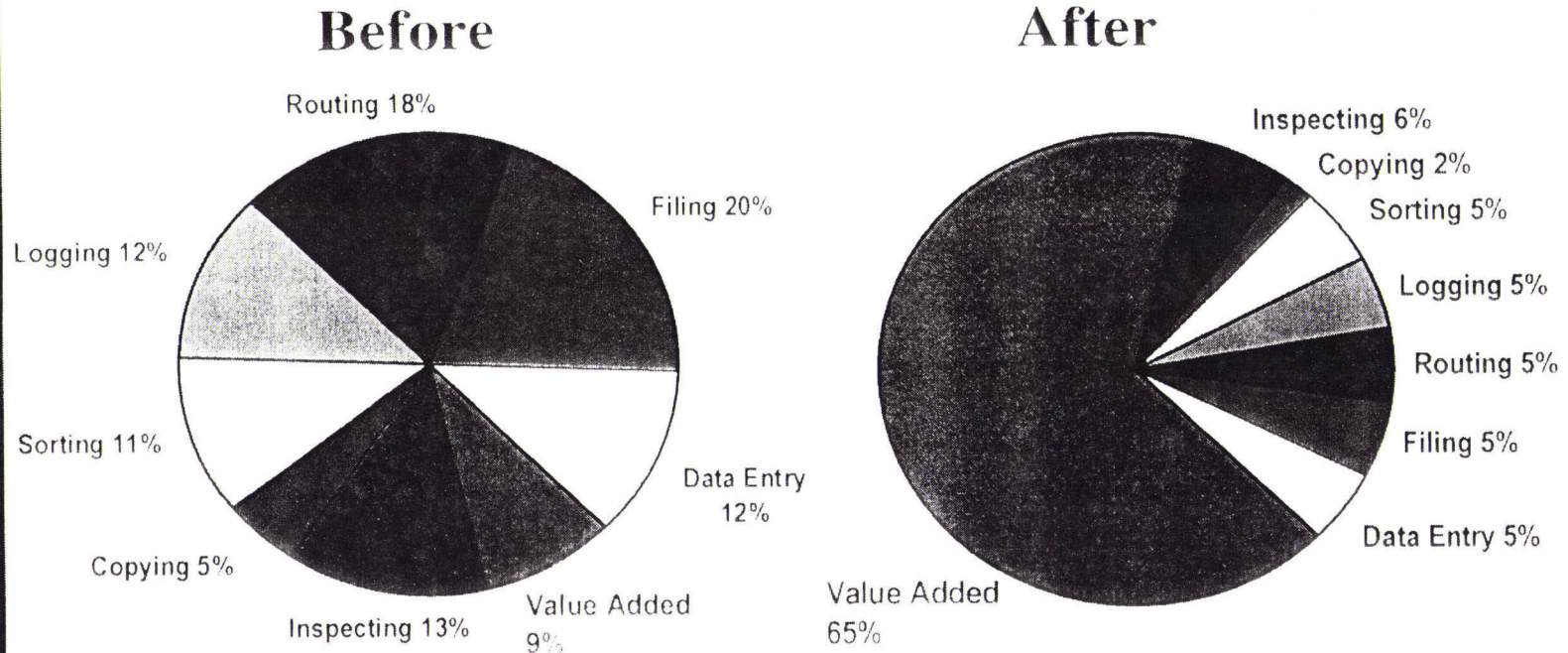
To support integrated department-wide procedures and policy decisions as it relates primarily to the secure access of automated document/information resources;

To support the execution of department operations and customer services through the automation of paper-oriented tasks;

To safeguard and extend the life and quality of the department's valuable documents by eliminating the physical handling of originals.

Why do we need D/IMS? Because...

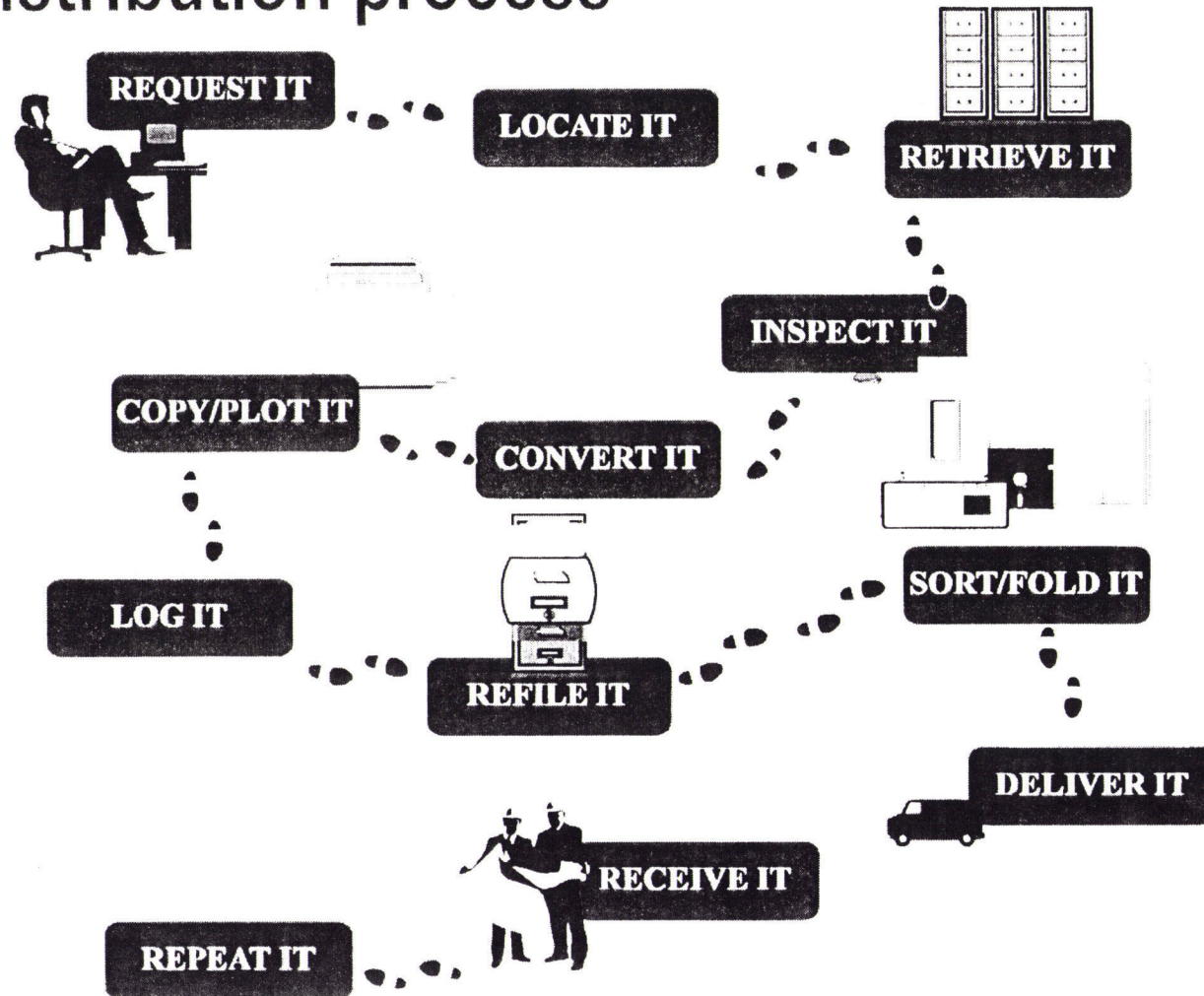
Digital systems pay off



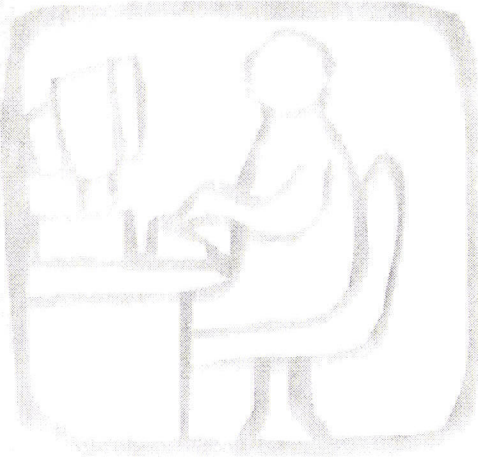
Source: Price Waterhouse

And, because D/IMS also replaces...

Tasks in the current document distribution process



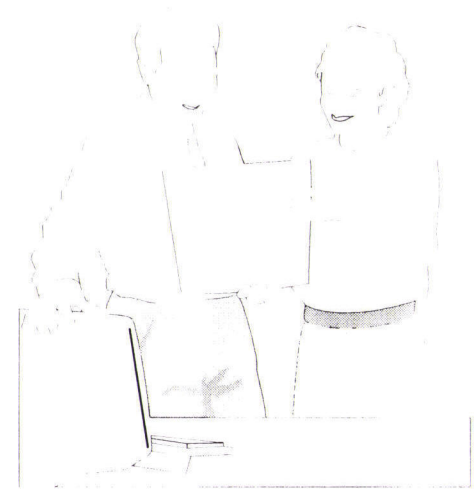
With two steps...



1. REQUESTING IT

&

2. GETTING IT



...anywhere

Other reasons to act now and invest in D/IMS.

Immediate return on investment

Reduction of infrastructure costs

Reduction of critical response time

Reduction of storage space

Increased employee productivity

Meet growing customer demands

Increased communication of ideas

Compliments current GIS/LIS environment

Long-term strategic advantage

Year 2000 compliance

Pro-active approach to facilitate new legislative mandates

Improvements to overall business processes

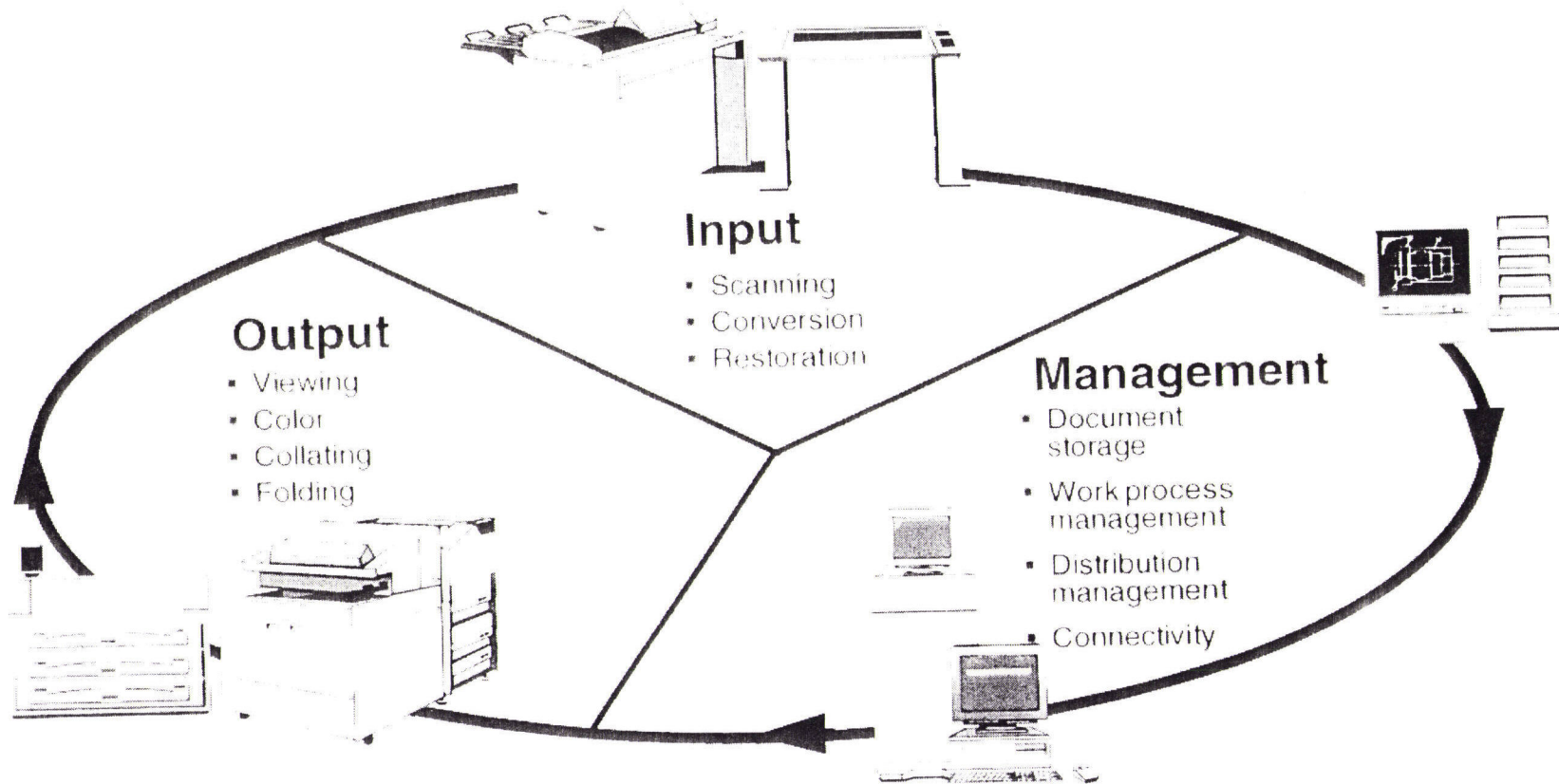
Model solution for Government-wide application

What D/IMS must have to succeed.

- Software
- Hardware
- “Peopleware”
- Professional/Technical Services
- Facility and Furnishings
- Mass Scanning
- Vision and Commitment
 - ▶ Financial Support
 - ▶ Continuity
 - ▶ Public, Private Community Partnership & Support

Major Components of D/IMS will...

Improve work processes via technology



Basic services of D/IMS will include...

- **Mass storage**
 - ▶ To replace filing cabinets with archival systems
- **Work flow and Work management**
 - ▶ To automate manual procedures
 - ▶ To provide better quality and speedier service
- **On-line viewing and research**
 - ▶ To search, retrieve, compile, and process
- **Capture, distribute and communicate**
 - ▶ To scan, index, route and support decisions

Characteristics of D/IMS

■ Industry Standard

- ▶ Non-proprietary and adheres to international / national standards in the automation arena
- ▶ SQL, GUI, ODBC, Multi-Network Support

■ Open Architecture

- ▶ Broad support for various devices and network protocols
- ▶ Ease of integration, portable and widely supported

■ Scalable

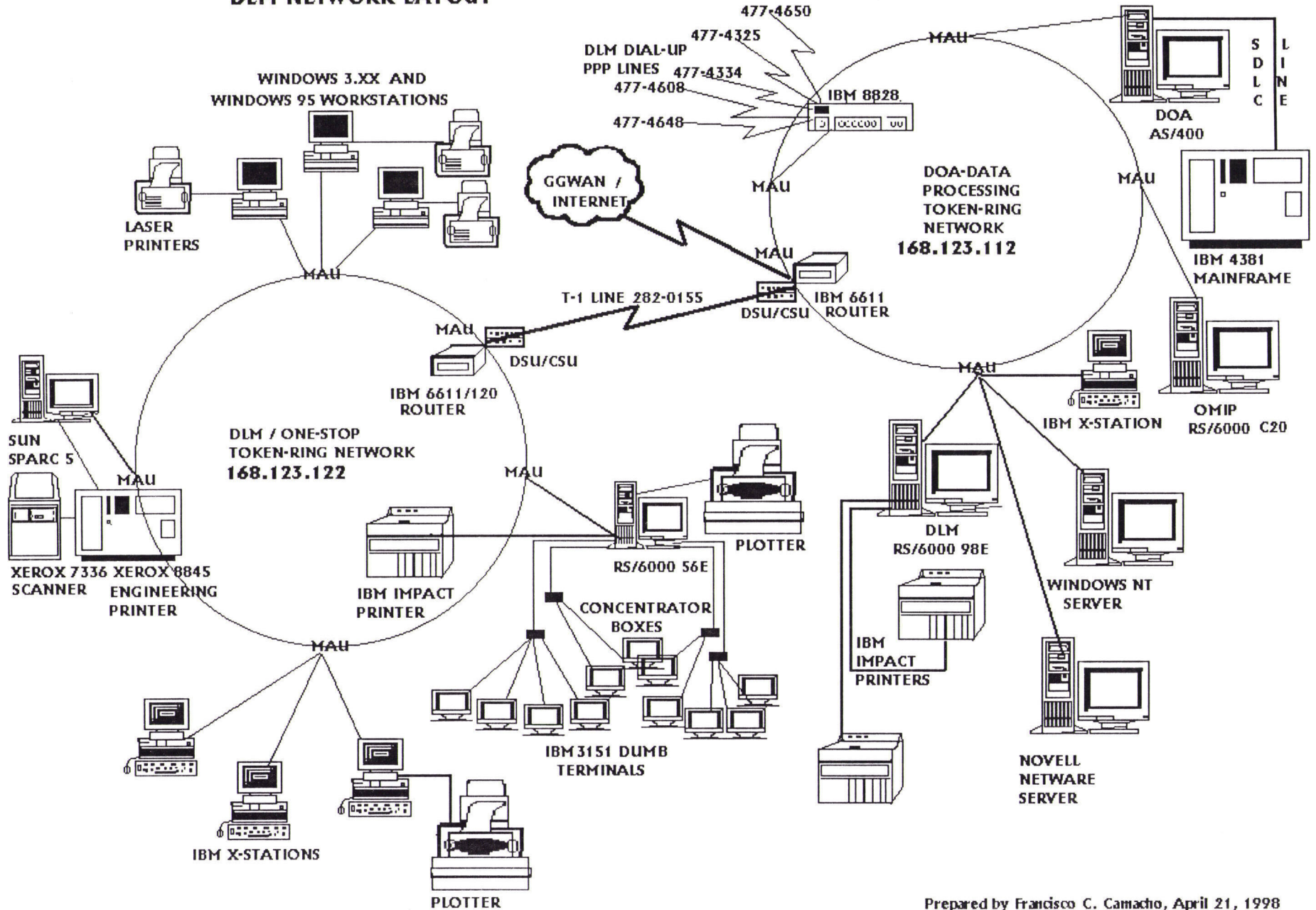
- ▶ Entry-level to government-wide
- ▶ Modular and flexible

■ Client/Server

- ▶ Single/Multiple/Group User Capability
- ▶ LAN/WAN and Internet/Intranet/Extranet Capability
- ▶ High-reliability/High-Performance Production
- ▶ Controlled/Secured Configurable for Distributed/Centralized Processing

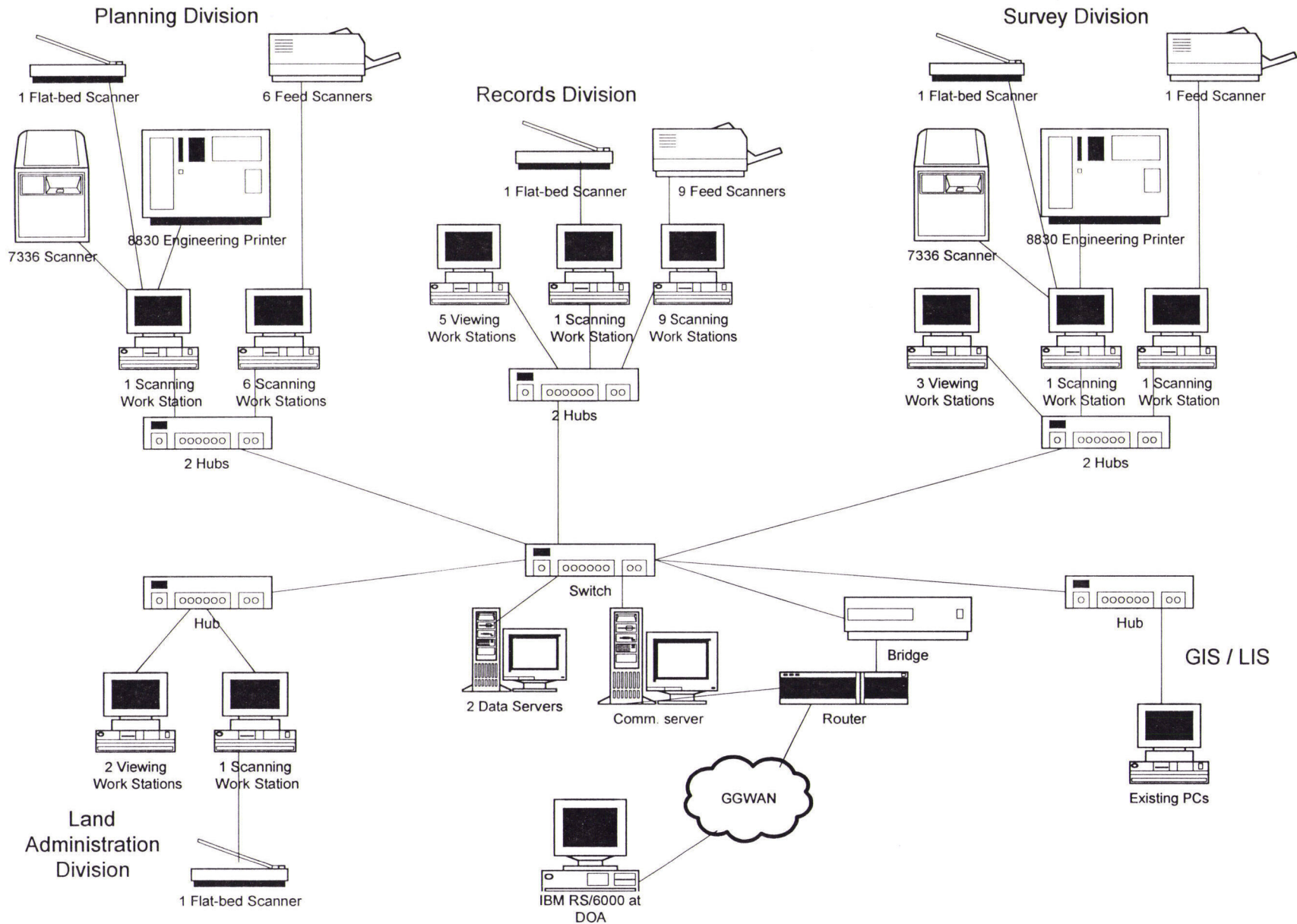
DLM'S CURRENT NETWORK LAYOUT

DLM NETWORK LAYOUT



D/IMS Sample Network Layout

Department of Land Management



D/IMS and the bottom line...

Government, businesses and the public at large are fueled by the DOCUMENT

HERE ARE SOME INITIALLY ESTIMATED FIGURES BY DIVISION:

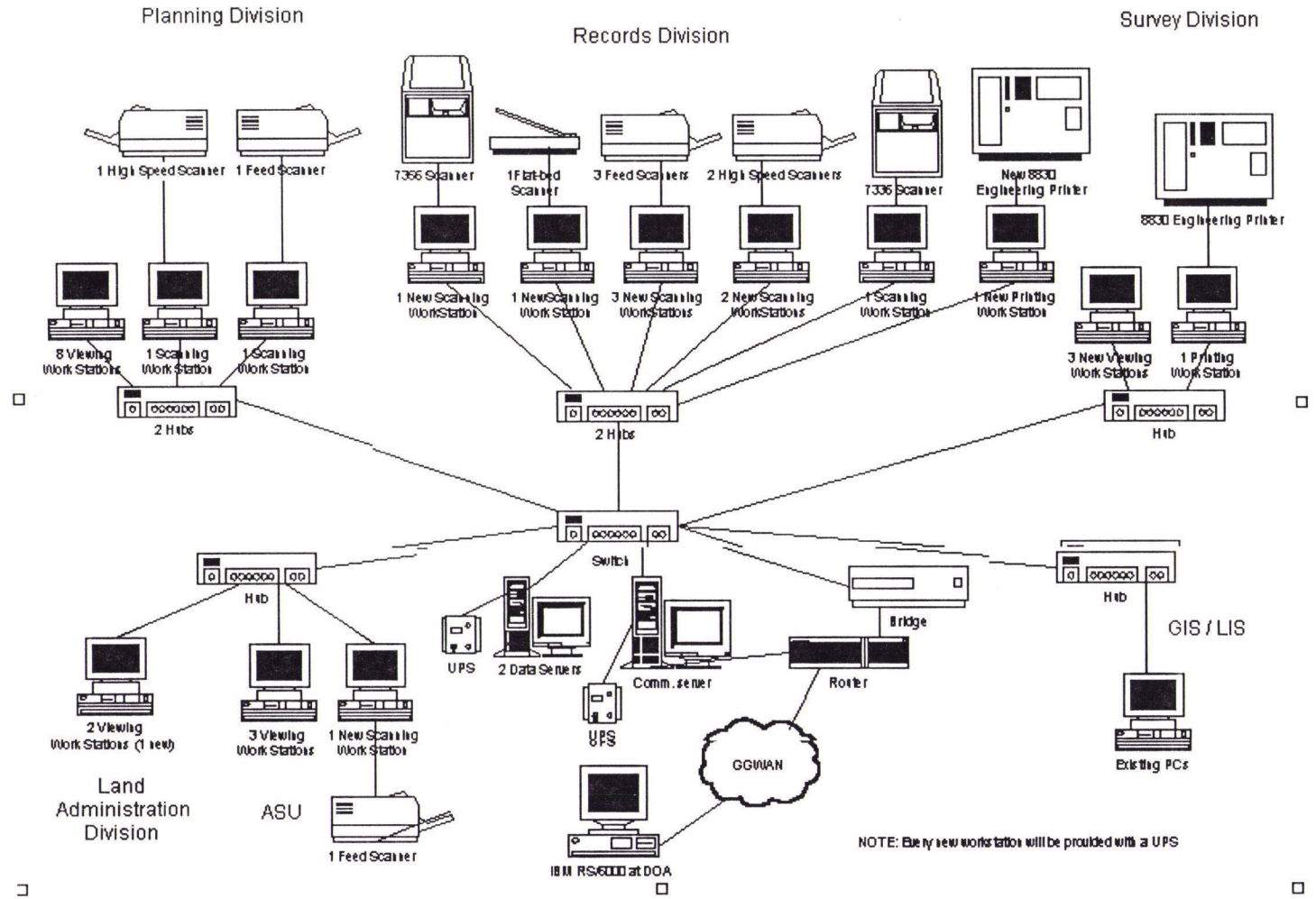
	RECORDS	SURVEY	PLANNING	ADMIN.	GIS/LIS	TOTAL
SOFTWARE	\$110,000	\$40,000	\$60,000	\$25,000	\$10,000	\$245,000
HARDWARE	\$200,000	\$30,000	\$100,000	\$15,000	\$10,000	\$355,000
IMPLEMENTATION	\$100,000	\$45,000	\$35,000	\$25,000	\$35,000	\$240,000
MASS SCANNING	\$510,000	\$25,000	\$145,000			\$680,000
OTHERS	\$25,000	\$15,000	\$10,000	\$10,000	\$10,000	\$70,000
TOTAL	\$945,000	\$155,000	\$350,000	\$75,000	\$65,000	\$1,590,000
ANNUAL RECURRING COSTS	\$85,000	\$30,000	\$45,000	\$15,000	\$5,000	\$180,000
GRAND TOTAL	\$1,030,000	\$185,000	\$395,000	\$90,000	\$70,000	\$1,770,000

HOWEVER,...

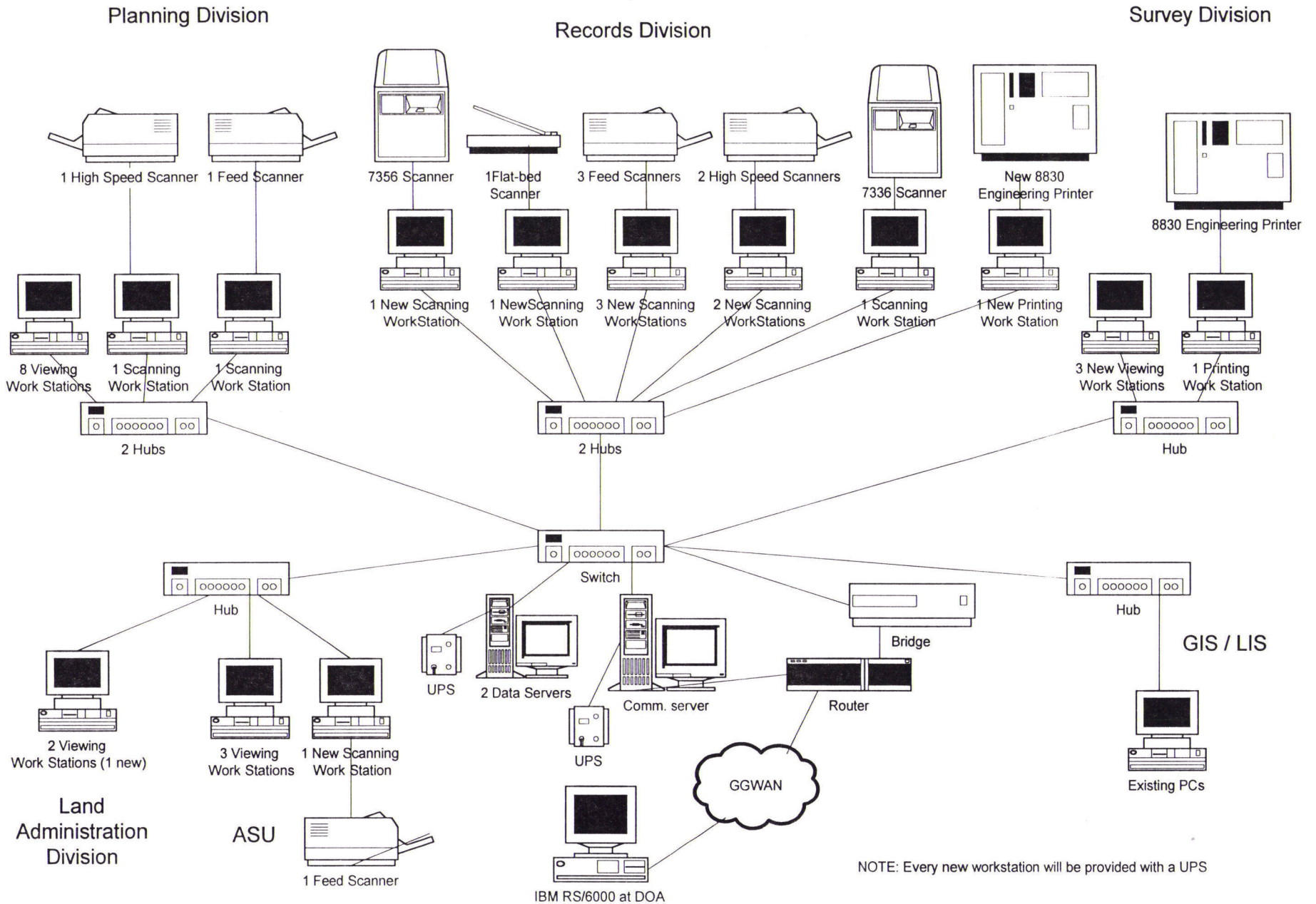
Through in-house mass scanning, and by phasing out the project, re-prioritizing, as well as on-going cost negotiations, we managed to bring down the cost by \$962,768.

	PHASE 1 RECORDS	PHASE 1 SURVEY	PHASE 2 PLANNING	PHASE 3 ADMIN.	PHASE 3 GIS/LIS	PHASE 3 ASU	TOTAL
SOFTWARE	\$76,465	\$24,980	\$56,450	\$13,990	\$6,000	\$21,480	\$199,365
HARDWARE	\$273,161	\$15,225	\$37,333	\$7,910	\$6,058	\$7,995	\$347,682
IMPLEMENTATION	\$81,600	\$40,800	\$30,600	\$20,400	\$24,480	\$6,120	\$204,000
MASS SCANNING	\$465,730	\$15,970	\$120,800				\$602,500
OTHERS	\$22,474	\$11,237	\$8,427	\$5,619	\$6,549	\$1,879	\$56,185
TOTAL	\$919,430	\$108,212	\$253,610	\$47,919	\$43,087	\$37,474	\$1,409,732
ANNUAL RECURRING COSTS	\$83,895	\$16,142	\$25,007	\$8,480	\$1,412	\$13,145	\$148,081
GRAND TOTAL	\$1,003,325	\$124,354	\$278,617	\$56,399	\$44,499	\$50,619	\$1,557,813
LESS MASS SCANNING	\$465,730	\$15,970	\$120,800	\$56,399	\$44,499	\$50,619	\$602,500
	\$537,595	\$108,384	\$157,817	\$56,399	\$44,499	\$50,619	\$955,313
LESS 1ST YEAR RECURRING COSTS	\$83,895	\$16,142	\$25,007	\$8,480	\$1,412	\$13,145	\$148,081
NEW TOTAL	\$453,700	\$92,242	\$132,810	\$47,919	\$43,087	\$37,474	\$807,232

Department of Land Management



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D/IMS SUMMARY

- Solve “paper problems”
- Support work processes
- Improve user productivity
- Improve document security
- Protect information integrity
- Reduce costs
- Automate, integrate and manage images, information, documents and procedures in a well-defined business process
- Provide a foundation for the future