**VISION 2020 UPDATE**

**Goal I:** Pursue opportunities to invest in technology and information systems. Through these investments, create a more flexible and productive work environment, while simultaneously reducing maintenance, improving overall efficiency and reducing costs.

**Strategy B:** Investigate a document management system, in partnership with functional units, to capture, manage, store, preserve and easily deliver content and documents based on organizational processes.

**Overall Status**

**Recent Key Accomplishments**

Following a study of potential software, staff have identified document storage software to be used: Adis (supplied by Global Science Technologies).

The University’s purchasing and payroll departments are currently using this software. Also, the System Rollout has been completed for Business & Finance areas of A/P, Budgeting, Payroll, HR and Purchasing.

**Upcoming Activities**

Over the next few months, the new software will be rolled out to areas of the University, such as Registration and Records, to assist with document management and storage.

**Emerging Issues**

A schedule for training employees on the new document management system remains in development.

**Solutions**

The University will work with the vendor to develop training sessions and instructions for employees.

**Upcoming Deliverables/Milestones**

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<tr>
<th>Item</th>
<th>Due Date</th>
<th>Status</th>
<th>Progress</th>
<th>Comments</th>
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Submitted by: Melvin Jones Date: 1/6/2015