

T41 Electronic records keeping for Microsoft 2007

Bruce Miller
RIMtech

Microsoft has included significant retention and recordkeeping capabilities in Office 2007, particularly Outlook/Exchange, MS Word, and SharePoint. Attend this session to hear an overview of these capabilities, and how to utilize them to meet electronic recordkeeping obligations. Learn about typical challenges and barriers to implementation, including business culture and policies, user complacency, technological issues, and more. Learn what you need to do, and how, to implement this technology successfully. A structured approach to implementation including clear goals, specific tasks, and measurable outcomes will also be reviewed.

Session attendees will be able to:

- Understand the recordkeeping capabilities of the new Microsoft upgrades.
- Develop a clear plan for implementation that sets specific goals and timelines, measurable
- outcomes and results to prove that your project is meeting its objectives.
- Produce a realistic estimate of the costs, resources, and skills required for technology implementation.