

Checklist For Choosing the Right ECM Solution



Moving your enterprise content and data to a more flexible, agile enterprise content management (ECM) system can help your organization meet rapidly evolving business and user demands. Selecting the best-fit solution for your organization is an important decision that requires careful consideration and strategic planning. Be sure to consider the following when choosing the right ECM system for your organization:

Business Needs



Does the ECM vendor provide a solution that fits your specific needs?

Is the ECM scalable and capable of evolving along with your business?



Information Access



Does the solution ensure information access for internal and external parties?

Does the system enable access to information from all critical business applications?



Deployment



Does the solution ensure information access for internal and external parties?

Does the system enable access to information from all critical business applications?



Can the solution be configured and/or extended by professional services?

User Adoption



Is the system metadata-based?

Is the system user-friendly?



Core Features



Which Legacy Core Capabilities are offered by the solution? (capture, manage, access, store, automate, analyze, integrate, migrate...)

Architecture



Do On-Premises, Cloud, or Hybrid options exist?

Does the system have an Open Architecture (REST-API)?



Support Services



Does the vendor offer user training and support?

Does the vendor follow technological development, information management trends and users' wishes, and are these included in product development?



References



Is the vendor included in the ECM evaluations and Analyst Reports?

What do Peer Reviews say about the vendor and the product?



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