|  |
| --- |
| **Client Operating System** |
| UNIX |
| MAC |
| WINDOWS |
| LINUX |

1. **Software Requirments**

|  |
| --- |
| **Client Application** |
| Java and Java Script |
| Netscape |
| IE |
| Opera |

**Network System**

* Network software and protocols in order for system to communicate

|  |
| --- |
| TCP/IP |
| HTTP |
| HTTPS |
| FTP |

**Hardware Requirments**

|  |
| --- |
| **Architecture** |
| Processing Power |
| Memory |
| Secondary Storage |
| Display Adapter |
| Peripherals |

1. **Benefits on the Company for having a System Software**

To keep your business growing at the dramatic rates you plan for, it is essential to have your business software applications integrated around a single codebase, database and business process. The advantages of designing your systems in this manner yield tremendous cost savings and improved business productivity, including:

**Process Efficiency Across Your Organization -** There are several key processes that you may encounter in your daily operations, such as order management, fulfillment, invoicing, cash collection, expense approvals, and financial consolidation, to name a few. Automating such processes enables you to avoid new hires that would otherwise be required to manage these processes, and redeploy staff to higher-value activities to help your business innovate and grow. In an ROI study by independent analyst firm Nucleus Research, of customers using NetSuite, the world's leading integrated cloud business suite, Nucleus found that, by using an integrated suite, companies accelerated their financial close times by up to 50%, increase sales productivity by 12.5%, and increase inventory turns by 50%, amongst other efficiencies. In the same study, another customer, Advantage Sign Supply, cut its order processing time by 66%.

**Dramatically Improved Visibility** - Real-time visibility is important in making timely informed decisions. When information can be accessed instantly from almost anywhere, without wasting resources on data extraction and tying data from different sources together, employees are better informed and can make more accurate, faster decisions. For example, by having all their business data available in real-time, König Wheels was able to monitor their suppliers' workloads in real-time and doubled their business in four years while saving $120,000 annually.

**Significant IT Time and Cost Savings** - With IT no longer having to procure, install, and maintain multiple systems as well as the various integrations between them, a significant reduction in operational costs can be realized while IT time can be spent improving the business operations.

**Accelerated growth** - With an integrated software system, expansion to multiple locations and additional sales channels can be accomplished a lot faster because of unified order and accounting management processes and data. Companies can also upsell and cross-sell more efficiently to their existing customer base because of the improved visibility they obtain. Beyond the Rack, a company that was started as recently as 2009, was able to rapidly grow to serve 4 million customers by deploying an integrated system, NetSuite OneWorld.

**User-Driven Innovation** - Because process changes can be implemented quickly, everyday business users are able to apply their functional expertise to tailor processes and applications in a way that improves

**Why we need to implement DMS?**

* Improved in goods and services offered
* Improved in Customer Services
* Improvements in Staff Productivity
* Improvements in Recruit and Staffing

**In preparing the company the needs to apply those question in order to be ready in DMS.**

* Why do you need a Document Management System?
* What will you use it for?
* Who will be in charge of it and maintain it?
* Where do you want to install?
* How many people do you need to use this?

1. **Management Systems come in two primary formats:**
2. **Cloud-Based DMS**.

This kind of DMS—and the data that you store inside of it—will live on your provider’s servers. You’ll essentially rent space on these servers, and access the system over the Internet.

1. **On-Premise DMS**.

As you probably guessed, this means that your system will be on-site with the rest of your IT infrastructure. Your system will run off of software that you have installed on a dedicated server, and you’ll be responsible for managing your server and desktop licensing.

Depending upon which type of DMS you select, your pricing model will vary.

* **What is the average price range for a cloud-based DMS?**

The pricing model for cloud-based systems tends to be fairly straightforward. Here, your vendor will likely offer the solution multiple packages that range from bare-bones to all-inclusive.

Take NetDocuments, for example. Their solution comes in three flavors: Basic (simple folder-based organization), Pro+ (with email management and customization), and Enterprise (with capacity for 50+ users with more complex needs). As you move up through the packages to “unlock” additional capacity and features, you’re also increasing your costs. Your total investment will generally consist of one ongoing monthly fee for support, maintenance, and periodic licensing upgrades.

On average, you should expect to invest between P920 and P2300 per person per month, with the major variable being the level of service you subscribe to.

* **What is the average price range for an on-premise DMS?**

Things get a little more complicated when it comes to on-premise solutions. While additional features mean increased pricing in the cloud scenario, they can actually translate into additional hardware if your system is on-site; things like mobile access, email management, and secure file sharing capabilities will sometimes require their own server.

If you take a look at iManage, for example, you will—at absolute minimum—need one application server and one indexing server for the solution to work at its base level.

So, in this case, there are three core elements to your overall costs:

**1. Up-front licensing fees** - To start, you’ll have an up-front charge for your server and desktop licensing. This licensing tends run between P16,100 and P23,000 per person on average.

**2. Up-front hardware costs** - Depending upon which features you sign up for, you’ll need to purchase the appropriate number of servers at the average rate of P230,000 to P276,000 per device.

**3. Ongoing support and maintenance fees** - Ongoing support and maintenance will take the form of an annual per person fee, which will typically cost you around P1,840 per seat.

Note: These fees do not include software upgrades in the on-premise scenario—those will require additional projects down the road to keep your server and desktop software upgraded to the latest version.

* **What implementation costs can you expect?**

Besides licensing, you’ll also need to budget for the actual implementation of your Document Management System. We strongly recommend that you work with an outside resource to help you through this process; rarely is it a simple task to translate your specific needs into the absolute best solution unless you are versed in the subject.

**All told, this project will include:**

* Design
* Planning
* Piloting
* Implementation
* Training
* Follow-up Support

The nature of your particular project will vary based on the size of your organization and your specific needs, but you should anticipate a 60 to 90 day process from start to finish. In more complex scenarios, the piloting phase alone can span 3 to 4 weeks just to accommodate different groups, real-time adjustments to fix issues, and generally digging into the meat of the system and how it breathes.

**Report for Implementing**

**DMS in Spring Street Company**

**(SSC)**

**Prepared to:**

**Mr. Sam Spring**

**Prepared by:**

**Micole Marie c. Dioma**