

## ECM: Detailed Survey

Category	Question	Sample Answers	Your Project Here
project summary	Your name		
project summary	Your userid		
project summary	Your organization		
project summary	Your Theater	SJ, Americas, EMEA, AP	
project summary	Project Name		
project summary	emPower project #		
project summary	Interim Portfolio Tool project #		
project summary	eProject project #		
project summary	PINS project #		
project summary	When did the project go live?	List quarter and fiscal year (ex. Q4,	
project summary	What is the status of the project?	Active, On Hold/Inactive, Proposal/Planned, or Not Started	
project summary	What is the condition of the project?	Green, Yellow or Red	
project summary	Project Owner/Funding Organization(s)		
project summary	What organization supports the system?		
project summary	What type of project is this?	Content Management, Knowledge Management, Document Management, Collaboration tool, Source Code Management Collaboration portal, portal or if other please list type	
project summary	What are the key business drivers and/or benefits of the project?	Please describe.	
end to end	What are some ROI, content quality, author productivity, or content usage metrics you can provide? Perhaps include stats, report samples, graphs etc as applicable.		
end to end	What percentage of your solution is based on vendor product/technology versus internal customization or development? What were the drivers/limits of customization?	For example, Product x is used 60% out of the box and 40% customizations or zero if your solution does not use any vendor products	

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end to end	Please provide the vendor name and product name/version for each product you leverage.		
end to end	Please mark below capabilities supported in your tool (s):		
end to end	Content or metadata authoring	Yes or no. Provide further description.	
end to end	Content Storage	Yes or no. Provide further description.	
end to end	Content check in, check out, or locking	Yes or no. Provide further description.	
end to end	Version control and history	Yes or no. Provide further description.	
end to end	Content parsing or chunking	Yes or no. Provide further description.	
end to end	Content security and audience restriction (within the system)	Yes or no. Provide further description.	
end to end	Content security to the userid level	Yes or no. Provide further description.	
end to end	Content deployment to another environment	Yes or no. Provide further description.	
end to end	Workflow within the tool(s)	Yes or no. Provide further description.	
end to end	Content or Metadata Search within the storage system	Yes or no. Provide further description.	
end to end	Metrics and reporting	Yes or no. Provide further description.	
end to end	Content Archival	Yes or no. Provide further description.	
end to end	Metadata Tagging and management	Yes or no. Provide further description.	
end to end	Content Development vs Content Staging areas	Yes or no. Provide further description.	
end to end	Multiple content contributors working on the same file at the same time	Yes or no. Provide further description.	

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end to end	entitlement	Yes or no. Provide further description.	
author/contribute	What is primary target audience for your <b>authors and content contributors</b> ?	Internal or external, roles served, departments, etc.	
author/contribute	What is secondary target audience for your <b>authors and content contributors</b> ?	Internal or external, roles served, departments, etc.	
author/contribute	Please provide some detail about the types of content and structure of the content supported within your project.	Unstructured Office Files (like doc, ppt, pdf, vsd), html (shtml etc), templating (non-xml), graphics, media files, structured xml content, Common UE across content, or add others	
author/contribute	How many registered users (authors and/or contributors) does your tool support? Do you differentiate between them by any ways?		
author/contribute	What kinds of users are supported (in terms of technical expertise)? (Please describe)	No expertise, casual, medium, high level of technical expertise (Please explain and provide what % of your users might fall into these levels)	
author/contribute	If you looked quarter over quarter, is the number of active users growing, staying about the same, or decreasing? If growing or decreasing by what percentage?		
author/contribute	How many unique authoring or contributing users have accessed the system within the last 30 days?		
author/contribute	Number of times authoring or contributing users (NOT unique) have accessed the system within the last 30 days?		
store/organize	Number of assets currently in production. Please describe the criteria you used.		

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store/organize	How is your content stored?	File system, database, xml repository, individual components to later be deployed as a whole, or other (please specify)	
store/organize	Do you tag content in your system?		
store/organize	Is your metadata free text/free format? Do you use controlled lists for users to select from?		
Deliver/consume	What is primary target audience for your <b>content consumers/end users</b> ?	Internal or external, roles served, departments, etc.	
Deliver/consume	What is secondary target audience for your <b>content consumers/end users</b> ?	Internal or external, roles served, departments, etc.	
Deliver/consume	<b>Metrics:</b> Total web hits (top 10% and bottom 20%): -characterize usage		
Deliver/consume	<b>Metrics:</b> Type of web hits (unique, refresh)		
Deliver/consume	Is the audience for your content internal or external to the firewall?	Internal, External, Internal and External, Supplier, Extranet, if others please list	
Deliver/consume	Are your web sites generated and/or deployed on a scheduled or ad hoc fashion?	For example, Full Site Gen, Targeted Site Gen, Incremental Site Gen, per schedule, on demand, or other (please specify)	
Deliver/consume	What types of output are supported?	Web, print, CD	
technology stack	What tools (including related tools) are needed for your complete solution to work within your team and outside your team?	Include any tool your team maintains, or is dependent on in a direct or indirect way (including Google, Apps integrity, MDF etc.)	
technology stack	Please list systems that are dependant on your system and describe any integrations.		

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technology stack	What are the licensing agreements and costs for all vendor products required for your tool to run? (Include on-going vendor support or maintenance costs), for each tool per quarter for FY03, plus projections for FY04 by quarter		
technology stack	In house, outsourced, or ASP <b>support, maintenance, and operations</b> (IT employees only, not business side and NOT development or enhancement) for each tool costs per quarter for FY03, plus projections for FY04 by quarter e.g. 15% per year		
technology stack	In house, outsourced, or ASP application/tool <b>development and implementation</b> (IT employees only, not business side and NOT maintenance) for each tool costs per quarter for FY03, plus projections for FY04 by quarter e.g. 15% per year		
technology stack	What are the priority designations of the applications included in you solution?	P1, P2, P3, P4 (not supported and therefore not rated)	
technology stack	What programming languages are the tools and/or applications written in?	Perl, Java, other (Please specify)	
infrastructure	Who supports your hardware, operating systems and databases?		
infrastructure	Please estimate H/W support costs and provide description of the costs.		
infrastructure	Do you have Dev, Stage and Production environments? If so, where are they located?	Please include type of place and city	
infrastructure	What are the H/W, database and support costs associated with your project?		