

Membership
and journal
subscription
forms
See page 4

Cimtech

Services and Membership
2010



Independent consultancy
Publications
Courses and conferences
Exhibitions



www.cimtech.co.uk

Expert advice and support

for corporate information and records management professionals



Cimtech services

CIMTECH offers impartial, expert consultancy, advice and information on all aspects of corporate information and records management. Our mission is to help organisations understand the key importance of good information and records management practices and to implement systems that conform with current guidelines and standards.



This leaflet provides an overview of the services that Cimtech offers, i.e. consultancy, publications and courses/conferences. Please contact us directly, or visit our website www.cimtech.co.uk for further details. We look forward to being of help to you.

■ Consultancy

Independent consultancy services are at the heart of Cimtech's operations. We can bring a unique blend of experience and enthusiasm to your information and records management projects and help you to complete your projects in a cost-effective way. We are totally independent of product and solution suppliers and so our services are wholly impartial. We aim to offer a comprehensive and flexible range of consultancy options in order to meet your exact requirements and to adapt to any changes in your project.

Why use consultants? Organisations increasingly recognise the need to review their information and records management



practices in order to maintain competitiveness and to achieve industry or legal compliance, but not

all have the resources or expertise. The use of expert consultants is often the most cost-effective solution.

Where can Cimtech help? Cimtech can provide guidance at all stages of information and records management projects including the initial investigation and analysis of existing systems. Using our own methodologies in conjunction with internationally standardised best practice (such as ISO 15489 and DIRKS) we can progress clients to the system specification, selection and review processes in a timely and cost-efficient way.

What is Cimtech's expertise? Our expertise covers information and records management theory and practice. This embraces electronic document management (EDM), electronic document and records management (EDRM), enterprise content management (ECM) and web content management (WCM) technologies. We have installed numerous document and records management systems, using a wide variety of computing platforms, databases, operating systems and networks.

Who are Cimtech's clients? Cimtech has an impressive list of clients across all major sectors including central and local government, healthcare, law enforcement, higher education, manufacturing, finance, utilities, etc. See our website www.cimtech.co.uk for a full listing.

How does Cimtech charge? For short to medium term assignments we can quote for a fixed number of days to complete a specific project and bill on completion of the work to the client's satisfaction. On longer projects we will quote on a retainer basis where a number of days are reserved to be called off as required. We offer very competitive consultancy rates due to our relatively low overheads and the strong demand for services.

Special rates can be agreed for longer assignments.

We are happy to visit you to discuss your requirements in more detail. A free quotation would follow if required. Consultancy clients who subscribe to Cimtech's membership service are entitled to a 5 per cent discount.

Can Cimtech's services be ordered through Catalyst? Public sector organisations can order Cimtech consultancy services through Catalyst via our partners **Tribal Group**, (www.tribalgroup.co.uk) and **Computacenter** (www.computacenter.com).

■ Online publications

Cimtech publishes two online publications aimed at keeping information and records management practitioners abreast of developments in this fast-changing field.

■ **Information Management & Technology (IM@T.Online)** is a widely-respected online journal. Each issue (6 per year) includes news and commentary on recent developments, case studies highlighting the benefits and issues arising from new policy and system implementations, articles dealing with the key issues affecting information and records management together with product reviews, standards and compliance issues, corporate developments and more. You can view a sample edition of *IM@T.Online* by visiting www.cimtech.co.uk. (See back page for subscription details.)



■ **Managing Information and Documents: the definitive guide.** This annual management guide and classified directory of products and services has become the UK's pre-eminent reference work for all those involved with information and records management. It is available free at www.doconsite.co.uk and

meets the need of both the newcomer and more experienced practitioners.

The management guide provides detailed and comprehensive information to help you at all stages of your project. It describes the components that make up a full ECM solution, provides guidance on how to prepare for an ECM implementation, recommends a methodology for specifying, procuring and implementing a system, and explains how to make the business case.



The classified directory provides up-to-date details of products and services from over 600 UK suppliers. The online database allows searching by supplier name, product name, postcode, etc. There are full supplier contact details and web links. Access is free so take a look today at www.doconsite.co.uk.

■ Courses and conferences

Cimtech has a long tradition of providing educational events for information and records management practitioners and continues to be a highly-valued provider of short courses and conferences.

■ **Electronic Document and Records Management** The current programme includes this one-day course (run several times a year) that provides an excellent introduction to the planning and implementation of systems. This event can be run on the client's site if required.

■ **Electronic Information and Records Management in the Public Sector** This is an annual two-day event (sponsored by the National Archives) that brings together leading experts from the public sector to review recent progress, to present case studies of significant implementations and to consider future developments. Around twenty leading suppliers exhibit their latest products.

