

is a strategic IT consulting firm providing IT solutions for companies in transition since 1995. The company employs the principles of the Project Management Institute throughout all of its work. Inc. Magazine has honored Court Square on three separate occasions.



SharePoint® and Document Management Services

Companies generate documentation from every department. Types of important department documentation can include:

- **Operations:** technical specifications, production operating procedures
- **Human Resources:** training records, benefits per employee
- **Sales:** proposals, statements of work, terms and conditions
- **Research:** results of experiments, pilot runs, production trials
- **Finance:** monthly reports by organization, department, line item
- **Marketing:** collateral, datasheets, case studies, PowerPoint presentations

The list goes on and on. But, in many cases these documents are found in departmental silos rather than in integrated sites (portals) where they can become repositories of useful corporate information or pools of knowledge. For example, cross-functional collaboration is often required to create a comprehensive proposal. Without the right tool, this process can be time consuming, confusing or worse – the wrong version of the document may be sent to the client.

Court Square's expertise in SharePoint and document management workflows allows a company to take full advantage of the intellectual property found within its documents. Dashboards can be created that coordinate data from other sources into one easily accessible and understood location, including tying in information from other applications such as CRM and ERP tools. Collaboration capabilities allowing for multiple contributors to a single document with version control but without risking content loss are easily integrated using SharePoint. The result – a single location where data is turned into information. For regulated industries, Court Square can develop a compliant document management system.



Solutions for companies using SharePoint or other document management systems. These services are for companies with SharePoint already implemented in their environment. In some cases, a company has tried to implement SharePoint or a similar system with varying degrees of success.

Assessment services consist of an evaluation of a company's current business model and regulatory requirements against their current document management capabilities.

Deliverable includes a report with a review of what is not working, what was never implemented, and what is needed now with recommendations

Implementation of new document management system will be based on an assessment conducted by Court Square or by the client. Implementation will always incorporate knowledge transfer and may include:

- Migration from another document management system
- Upgrade to the most recent version of SharePoint
- New configurations for business needs.

Deliverable includes a documented and working document management and/or document collaboration system.

Court Square also offers services for regulated companies to ensure a compliant document management system.

Solutions for companies new to SharePoint

These services are for companies with no current access to SharePoint or any document management or collaboration capabilities.

Assessment services consist of reviewing the current and 12-month business goals and regulatory requirements.

Deliverable includes a newly mapped out protocol with taxonomy of next steps. The report will also include recommendations based on system availability and level of sophistication of the protocol.

Implementation of document management processes and tools consist of implementation, configuration, and knowledge transfer of the protocol and the document management system. The client may choose any combination of the following **deliverables**:

- administrative help
- programming services
- training

If required, Court Square will also provide the development and implementation of a protocol to support a validated application.