

EDRMS

Electronic Document and Records Management System



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Project Background

A joint effort between the Republic of China (Taiwan) and the Government of Saint Lucia

Extended to other Government Agencies after successful launch in 5 pilot Agencies



Five Pilot site for initial deployment:

- Ministry of Public Service
- Ministry of Education
- Ministry of Finance
- Services Commission
- Governor General's Office

What is an EDRMS?

An EDRMS is a software application that manages a range of digital information and combines both document management and records management functionality. It is used to automate business processes, such as workflows and approvals and are specifically designed to manage the integrity of, and provide access to, information created or received.



The GOSL EDRMS Project seeks to ensure that the functions, processes and activities of Government are properly supported by authentic, secure, reliable, complete and usable records.

Why an EDRMS?



Improve operational efficiencies with government agencies through proper document handling management and streamlined process flows.



Increase service delivery and reduce transaction costs through provision of secured user capabilities.



Improve document confidentiality, integrity and to enhance government accountability through non-repudiation for agencies.

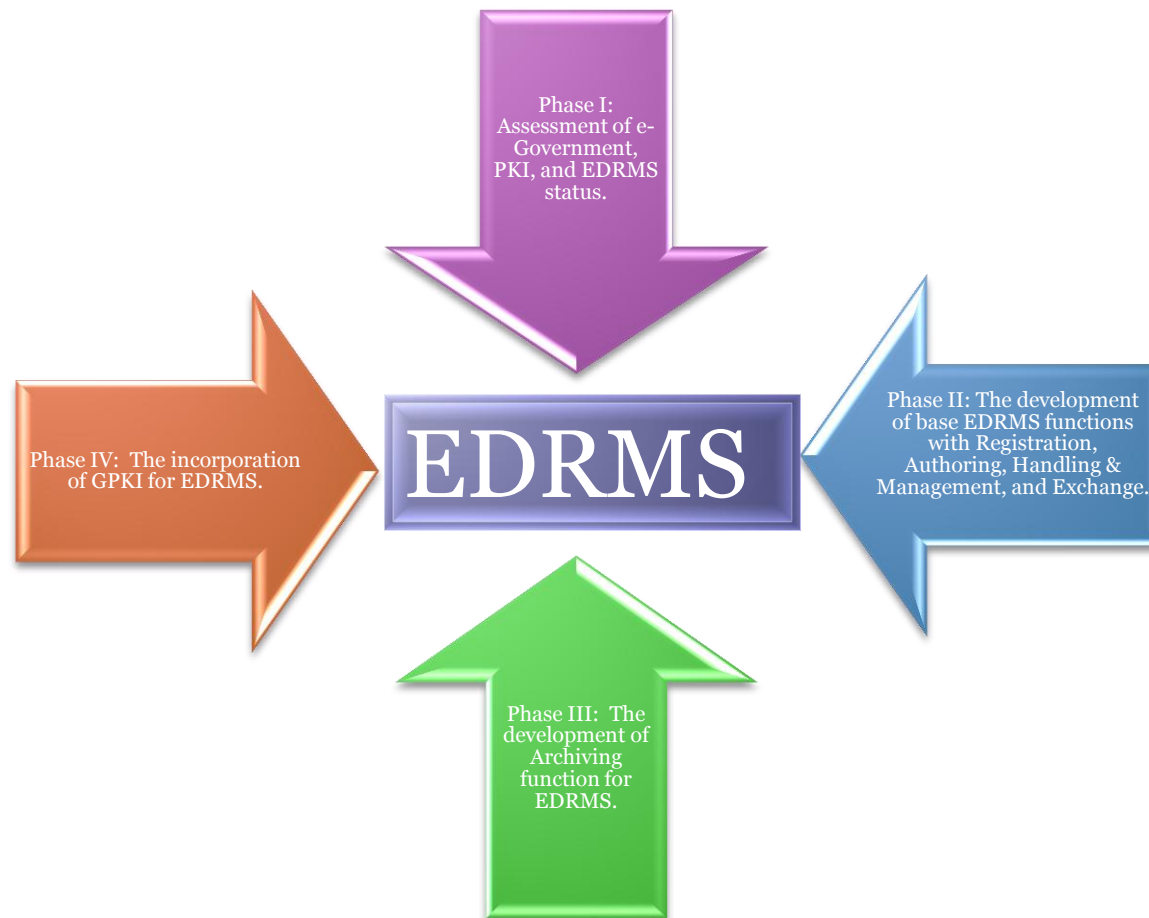


Increase service quality through provisioning of real-time tracking and reducing bottlenecks of internal processes.

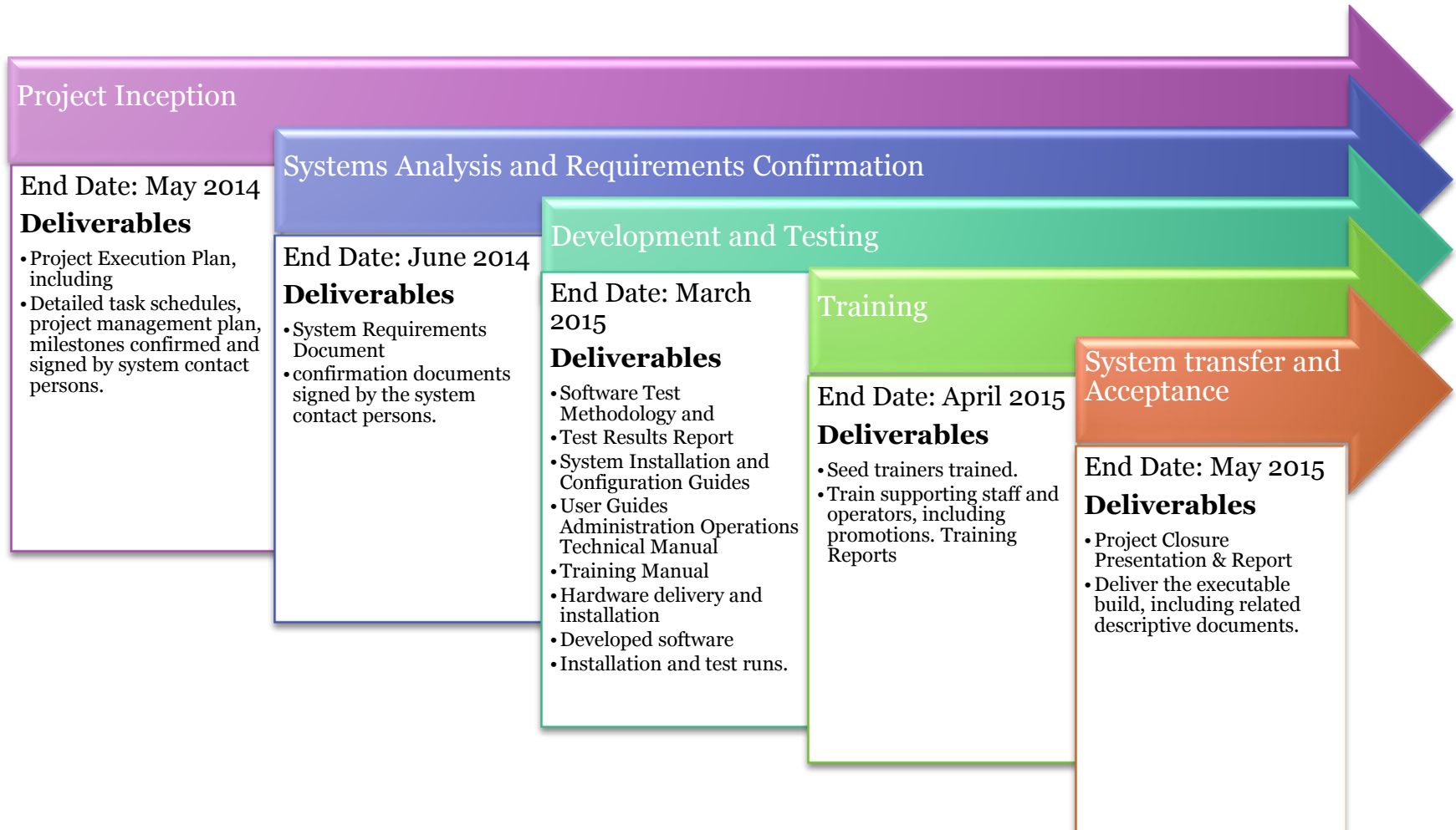


Reduce wastage associated with paper files

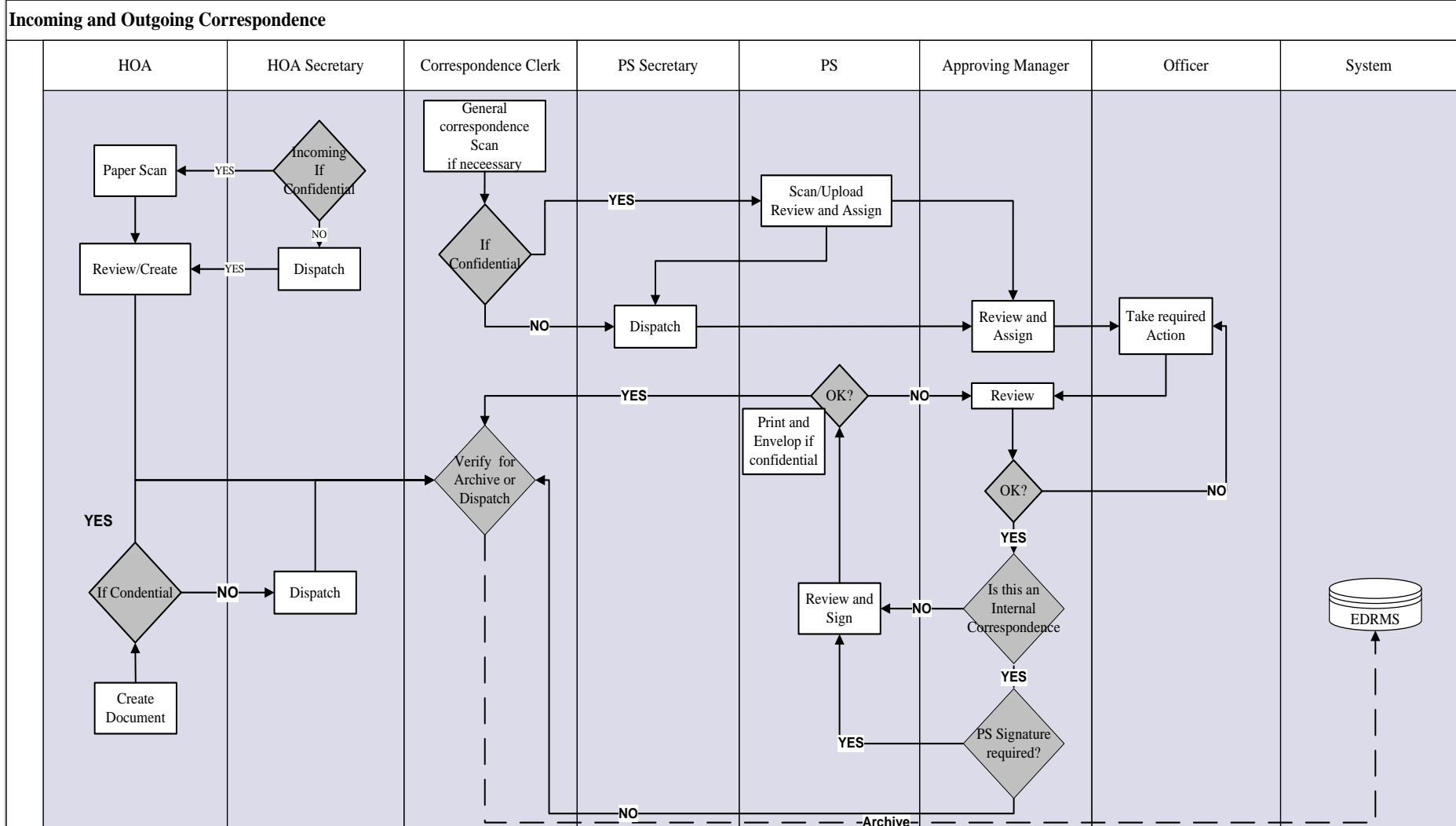
EDRMS Development



Phase II: EDRMS Schedules



EDRMS General Work Flow



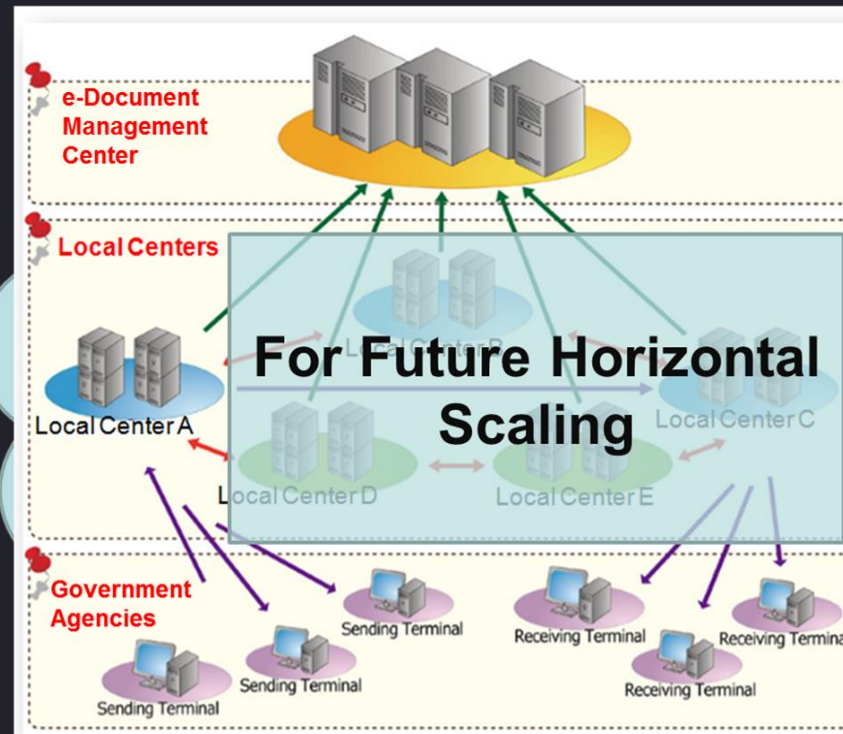
System Architecture

Three-tier Architecture

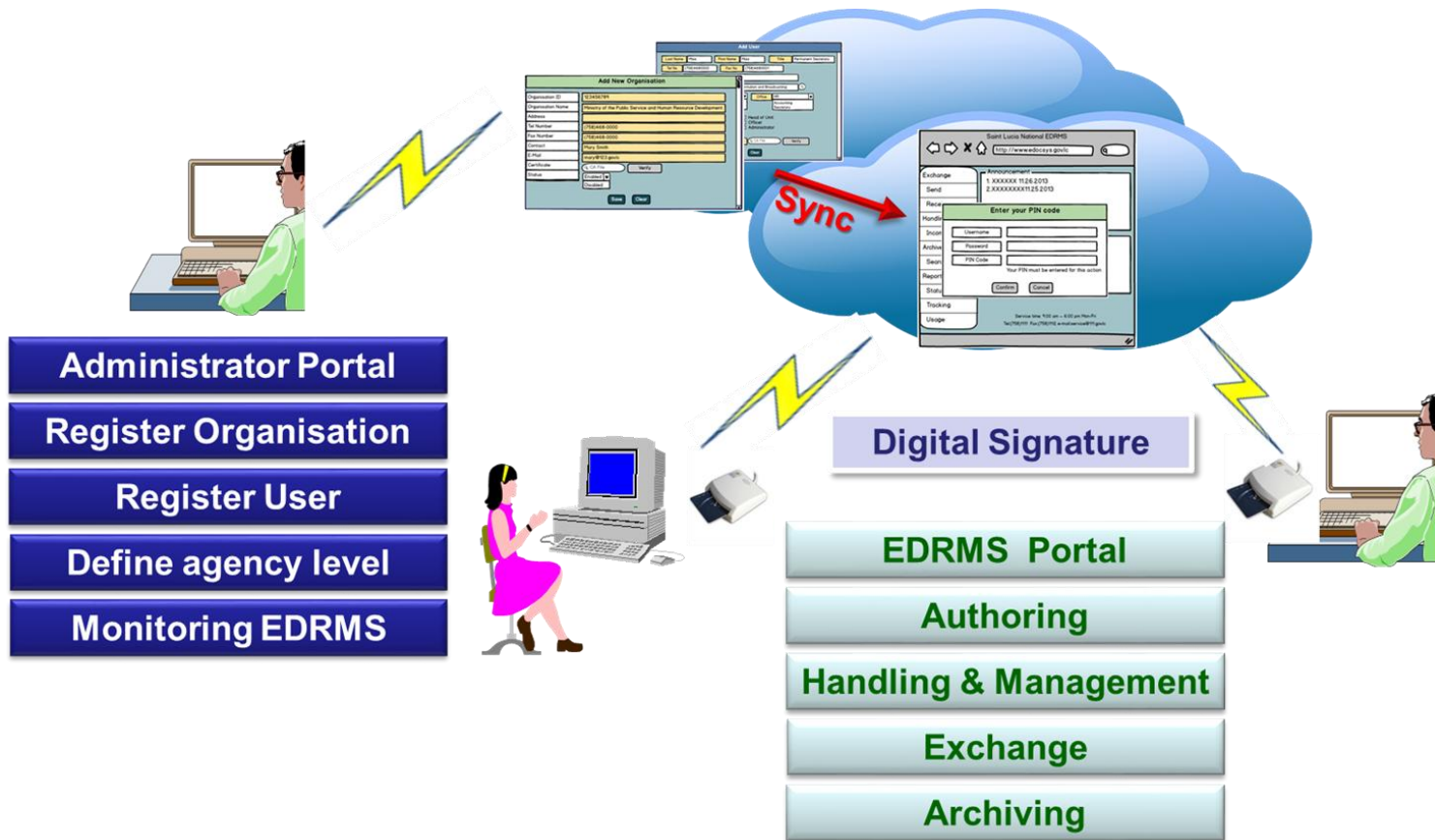
- 1 Management Center
- 1 Local Center
- All clients sign into one single portal for EDRMS

Based on requirements:

- 3,000 active users
- 5,000 documents per day



System Architecture



Current Status

System Module	Percentage of Completion
<input type="checkbox"/> System Development & QA - Management Center	34.24%
➤ System Development & QA - Registration Service (including Self-signed PKI)	100%
➤ System Development & QA - Monitoring Service	52%
<input type="checkbox"/> System Development & QA - Local Center	41.31%
➤ System Development & QA - Document Authoring	100%
➤ System Development & QA - Document Handling & Management	73%
➤ System Development & QA - Document Exchange	43%
<input type="checkbox"/> Integration Test (5%)	1.98%
Overall Progression	77.52%

EDRMS Implications on individual Ministries/Agencies

Change in the way correspondence is handled within the Ministries.



Improve document confidentiality, integrity and to enhance government accountability.



Reduction in transaction costs.



Increase service quality.



More effective monitoring and collaboration



Our Expectations

Open Communication Channels

Point of contact assigned from each agency

Co-operation of Heads of Departments and Head of agency in implementing the EDRMS

A commitment by the agency to utilize the EDRMS for the processing of correspondence

The nomination of an individual or individuals for advanced training on usage of the in the initial stages

Assistance in scheduling training for staff who will be using the EDRMS

Next Steps for Us

Testing of Systems Modules

Sensitization of Pilot Ministries/Agencies on status of EDRMS project and the cooperation needed from these ministries

Second round of Equipment Assessments in Pilot Ministries

Setting up of EDRMS System Hardware

Planning for Training and roll out of system

Planning for Third Phase: Archiving Module

