The ECM-EDMS Project accomplishments during FY05, FY06, FY07 and the FY08 project goals are outlined below:

**Accomplishments during FY05**
- October 2004 – Project Certified for Planning Phase;
- April 2005 – Project Director hired;
- June 2005 – Project Management Plan Approved by Executive Steering Committee;

**FY06 Accomplishments**
- July 2005 – NM ITC Certification for Implementation Phase;
- August 2005 – Cross-agency ECM-EDMS requirements workshops completed;
- September 2005 – ACF Federal Financial Participation Approval for EDMS Project;
- September to November 2005 – Request for Proposal (RFP) Drafted;
- December 2005 – NM Second Judicial Court EDMS Project, RFP Evaluation Committee chose ECM vendor - Hummingbird;
- March 2006 – The EDMS Executive Steering Committee (ESC) approved Hummingbird as the selected ECM software. Based on Hummingbird responses to the questions in the ECM Requirements Matrix and the ECM vendor demonstrations, the ECM software meets the HSD and TRD requirements for document imaging and electronic document management;
- March 2006 – Project Website approved – [www.ecm-edms.state.nm.us](http://www.ecm-edms.state.nm.us);
- June 2006 – ECM Architecture Design completed and approved by the EDMS ESC;

**FY07 Accomplishments**
- July 2006 - ECM Architecture Review Request material submitted to State CIO;
- August 2006 – Presentation of EDMS Architecture Design to the Architecture Committee
- September 2006 - ECM Program Presentation to the Information Technology Commission (ITC)
- September 2006 – Workflow Mapping for Child Support Remittance Processing completed and approved by HSD/ASD-SDU/CSED Stakeholders;
- May 2006 to February 2007 – Procurement actions continue for ECM Integration and Implementation Services –
  - July - HSD Integration & Implementation Services CVR Issued;
  - July - TRD Integration & Implementation Services CVR Issued;
  - Aug - Approved Price Agreement vendors respond with proposals;
  - Sept - ESC selection of an ECM Integration Services Vendor;
Dec – Open Text Corporation acquired Hummingbird;
January 2007 - Subsequent CVR issued for HSD ECM Integration Services;
February 2007 – Contract Negotiations breakdown with ECM Vendor;

- September to December 2006 – IV&V Services -
  - September – ECS Approval of ECM IV&V contracts for HSD and TRD;
  - October - Kick-off meeting with Productive Data Solutions (PDS) for IV&V;
  - December - Signature Approvals on the IV&V Contract Change Request to put the IV&V work on hold until implementation services begin;

- December 2006 - TRD Motor Vehicle Citation Process Improvement: Stakeholder unanimous approval on process improvement for Citation Imaging, MVD System Enhancements, and reducing paper moving between Lujan/Montoya Building;

  - Categorized the State of New Mexico business processes correlated with the ITEA business domains, while identifying processes that cross over between two or more business domains;
  - Upon approval, the Functional Records Management structure will become the ECM Content Architecture for all State of New Mexico Agencies using the proposed Centralized Electronic Records Repository.

- March 2007 – Final solution design for HSD/ASD-SDU/CSED, Child Support Remittance Processing includes requirements to:
  - Build EDMS-CSES History Data Warehouse
  - Set up Document Imaging & metadata for document indexing
  - Build Digitized Child Support Payment file - DIGCSPAY
  - Set up new SDU Batching & Reconciliation process
  - Configure SDU CSES Screens with automatic population from document image data including displaying a confidence level posting value

- May 2007 - ECM TRD/RPD/MVD Process Improvement, statistics generated for Motor Vehicle Citations workflow including:
  - Penalty Assessment (PA) Citation payments received
  - PA Citation payment deposits
  - Citations received from Law Enforcement
  - Court Citations received
  - RPD Data Entry Unit – Types of Citations processed
  - Commercial Driver Citations processed
  - MVD Driver Services Bureau Citation exceptions processed

- April to May 2007 - Procurement for ECM Integration Services starts again. Based on a survey of Gartner Research on ECM Vendors and the Records Management marketplace; the EDMS ESC recommended issuing a Request for Information (RFI).
June 2007 - ECM Vendor Evaluation Committee team members recommended inviting vendors to demonstrate their ECM solutions. ECM Vendor Evaluation Committee ranked the ECM Vendors, based on a formal scoring process for each vendor’s response and demonstration.

July 2007 – ECM Vendor Evaluation Committee recommended ECM Vendor selection to the EDMS Executive Steering Committee

August 2007 – ECM Integration and Implementation Services Contract pre-approved by NM Do IT to begin contract negotiations with selected vendor

FY08 Project Goals

The following goals are scheduled for FY08 (see attached ECM-EDMS FY08 Timeline):

- September 2007 – Finalize procuring ECM Integration Services for TRD and HSD;
- October 2007 – Submit ECM Application & Metadata Standards for approval;
- October 2007 – Finalize solution design for Child Support Enforcement Division;
- October 2007 – Finalize ECM solution design for Motor Vehicle Citations;
- November to December 2007 - Hardware and Software Procurement;
- December 2007 to January 2008 – ECM Hardware and Software Installation;
- January to February 2008 – ECM Integration and Workflow setup;
- February to March 2008 – Testing;
- March 2008 – Training;
- March to April 2008 – Implement into Production environment & transition to maintenance;
- April 2008 – Project Certification for Phase 3 – Closeout activities;
- May to June 2008 - Project Closeout;
  - Perform Operational and Administrative Management activities;
  - Refine the Rules and Standards for electronic records management, developing agency training plans, clarifying content ownership, creating a content management strategy and establishing a Content Review Board for metadata standards;
  - Define an Enterprise Model to include Enterprise Service Provider (ESP) role, organization and processes; Business Process Reengineering; Enterprise Identity Management; and Enterprise Data Interchange within a Service Oriented Architecture. Identify ECM as one component of an Enterprise Model allowing the State of New Mexico to move towards a fully electronic services interface for our technology-enabled customers.