



## EDRMS Services Consultant Certification Program



As an ECM Services consultant, you face the challenge of delivering modern **EDRMS** (Electronic Document & Records Management System) solutions to your clients. An EDRMS project calls for highly specialized skills, knowledge, and experience. Few providers have what it takes to consistently deliver quantifiably proven EDRMS solutions. You can gain a significant advantage however through RIMtech's **Certified Services Consultant (CSC)** program. You can be **certified** in RIMtech's well-known **EDRMS Implementation Methodology®**. This certification will differentiate you as a leader in the delivery of electronic recordkeeping solutions for any technology platform. Benefits of certification:

- **Project Success** The RIMtech methodology greatly boosts the odds of EDRMS project implementation success for your client projects.
- **Recordkeeping Credibility** Significantly boost your recordkeeping skills and credibility without becoming a records expert.
- **Stronger Proposals** Including RIMtech methods and skills on proposals will greatly strengthen your solution proposals and deliver a strong competitive advantage.
- **Recognition** RIMtech is globally recognized as a thought leader in electronic recordkeeping solutions delivery.
- **Market Reach** RIMtech delivers quality educational content to RIM, IT, and legal professionals worldwide.



### Certification Requirements Competency Training

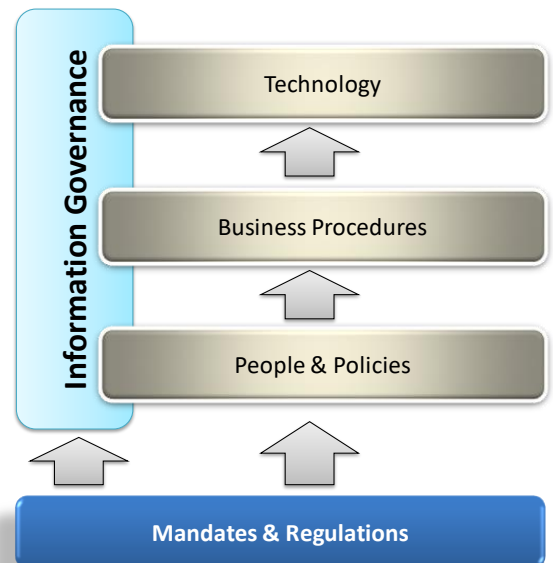
To achieve certification, you must be fully trained on RIMtech's EDRMS Implementation Methodology®, consisting of a total of 3 days (24 hours) of training covering the following three subject areas:

<b>EDRMS</b>	Deep technical and operational knowledge of the host ECM platform and its interactions with recordkeeping software, EDRMS information architecture, RBR (Rules-based Recordkeeping), and implementation methodology.
<b>Project Management</b>	Resource management and allocation, project planning, key performance metrics, project costing and scheduling.
<b>Project Proposals</b>	How to write sophisticated EDRMS product/solution proposals, project pricing, solution configuration, maximizing competitive advantage.

You must successfully complete all three modules to achieve certification.

### Vendor Neutrality

As a vendor-neutral consultancy, RIMtech does not have any affiliation with, or preference towards, any ECM platform, or recordkeeping software offerings within the market. ECM platforms and recordkeeping offerings continually change within the marketplace. RIMtech's EDRMS Implementation Methodology® is therefore independent of any ECM platform or recordkeeping software offering. Generally speaking, ECM services consultants maintain various allegiances with ECM platforms and recordkeeping software vendors. These allegiances often shift with market conditions. RIMtech is agnostic to such allegiances – our goal is to help all ECM services consultants deliver effective EDRMS solutions, regardless of the technology deployed.



## Terms and Conditions

- 1) You will show your RIMtech certification on your website. RIMtech will list you on its website as a RIMtech Certified Consultant.
- 2) Certification duration is 1 year. Automatically renews as long as conditions certification conditions have been met, at the sole discretion of Rimtech.
- 3) The CSC may use RIMtech's EDRMS Implementation Tools during the term of the certification.
- 4) The CSC may use the RIMtech Certified Services Consultant logo until the certification period ends.
- 5) From time to time, at RIMtech's sole discretion, additional "top-up" training may be required in order to preserve certification.
- 6) The SCS agrees that RIMtech owns the exclusive rights to the RIMtech EDRMS Implementation Methodology® and the various tools supplied by RIMtech.
- 7) RIMtech may revoke a certification if, in its sole discretion, you are not meeting its obligations, or is failing to provide services in a manner satisfactory to RIMtech.



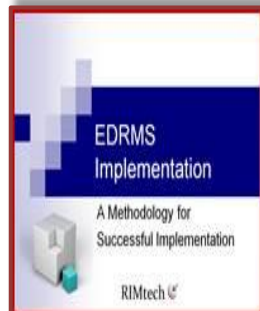
## Strategic Advantage

As a CSC, you can better help your clients **successfully implement** sophisticated EDRMS solutions. Support your client's RIM professional and help them develop the confidence they need to administer the project post-deployment. Configure the host ECM platform appropriately. Establish critical Key Performance Indicators for quantitative success measurement. Prove to your client that the system is working as promised and is delivering intended results. Integrate properly with appropriate business systems. Migrate records from legacy systems. Achieve enterprise-wide adoption. Below are the advantages a RIMtech certification will bring to your EDRMS projects:



<b>Planning and Strategy</b>	Detailed, rigorous project plans and resource allocation, budgeting.
<b>Proposal Preparation</b>	Stronger, more compelling competitive proposals that reflect the realities of the project and give your firm tremendous credibility.
<b>Information Governance</b>	Detailed, effective and sustainable RIM-compliant Information Governance Plans.
<b>RIM Automation</b>	Fully leverage the abilities of the recordkeeping software to automate recordkeeping operations, minimizing the dependence on end users for compliance.
<b>ECM Information Architecture</b>	Define and deploy an information architecture (IA) suitable for a successful EDRMS, facilitating RBR automation, and end user adoption.
<b>Knowledge Transfer</b>	Deliver the knowledge and skills to your customer's RIM Manager and ECM specialist to give them the confidence to support the project post-deployment.
<b>Enterprise Adoption</b>	Deliver a comprehensive, well-formed plan to achieve enterprise adoption in any corporate culture.
<b>Process and Procedures</b>	Deliver written Standard Operating Procedures (SOPs) and System Performance Validations (SPVs) to document your custom solution, and prove its performance.
<b>Prove Compliance</b>	Prove the system is delivering RIM performance through well-defined quantitative measurements of key performance indicators.

Contact RIMtech today to learn more about how we can help you deliver better EDRMS solutions.



**RIMtech** 

613-226-8468

[www.rimtechconsulting.com](http://www.rimtechconsulting.com)