

## Take Back Control of Your Content

Have you recently searched for a document on a network drive? How much time did you lose doing so? Did you ask yourself if the content you ended up finding was the original or a copy?

Facing those types of questions and problems, people often find the motivation they needed to start using enterprise content management (ECM) systems like SharePoint or Alfresco to manage their content.

But installing such collaboration tools or ECM systems is not sufficient to solve those problems. They will give you the infrastructure that opens the door to solve them, but if you don't follow some rules, you won't succeed. You must have a plan to keep control over your content. If not, you're at risk to see your ECM system become a "Content Trash Can", just like some of your network folders.

This plan should answer the following questions:

- Classification Schema: How will your content be classified? Using multiple collaboration sites? Using a multi-level folders hierarchy
- Naming Policies: How should your documents be named? How can you define their names to make sure you don't have any duplicated documents?
- Metadata: What is the important metadata that you want to make available to search your content? How can you enforce business rules to make sure you have high quality metadata?
- Capture Technique: Will you let users classify your content manually or integrate a capture tool that will classify your content using its metadata? Can you automate metadata extraction?
- Content Sources: Is your infrastructure allowing you to capture every type of content that's produced by your organization and customers (scanned paper documents, emails, forms, electronic and Office documents...)? Is it easy to integrate a new type of content?
- Legal Value: Could your content be used as a proof in court? Can you trace back the lifecycle of all of your content?



If your plan gives answers to all of those questions, you will have taken back the control of your organization content.

Topics: [document](#), [folder](#), [content](#), [sharepoint](#), [alfresco](#), [capture](#), [scan](#), [metadata](#), [classification](#)