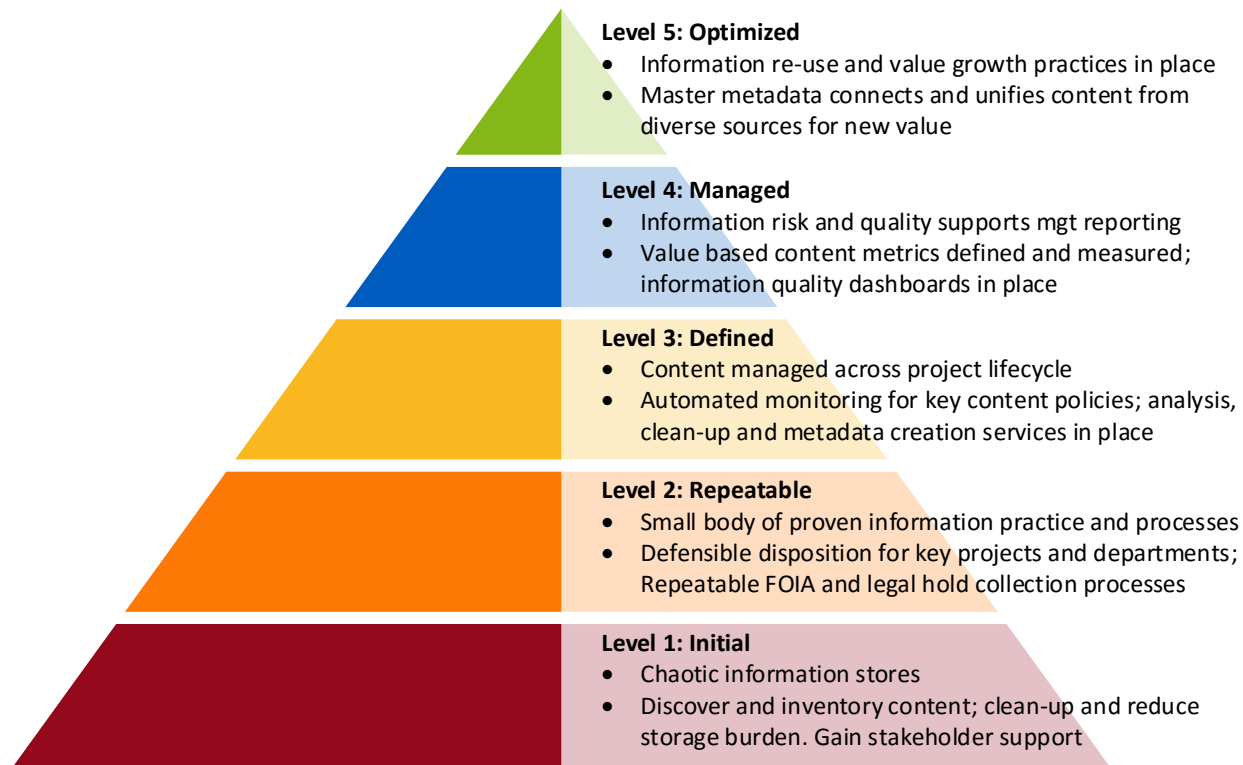


File Analysis and Your Information Governance Maturity

Whatever your customers' targets for information governance maturity, Active Navigation's Discovery Center capabilities for the discovery, analysis and classification of content should play a critical role. As the information governance market matures, your customers will increasingly want to understand and assess their governance processes; this document is intended to help your team position our capabilities against a classic process Capability Maturity Model (CMM). Use this page to set the scene and the remainder to support more advanced discussions.



Typical Benefits

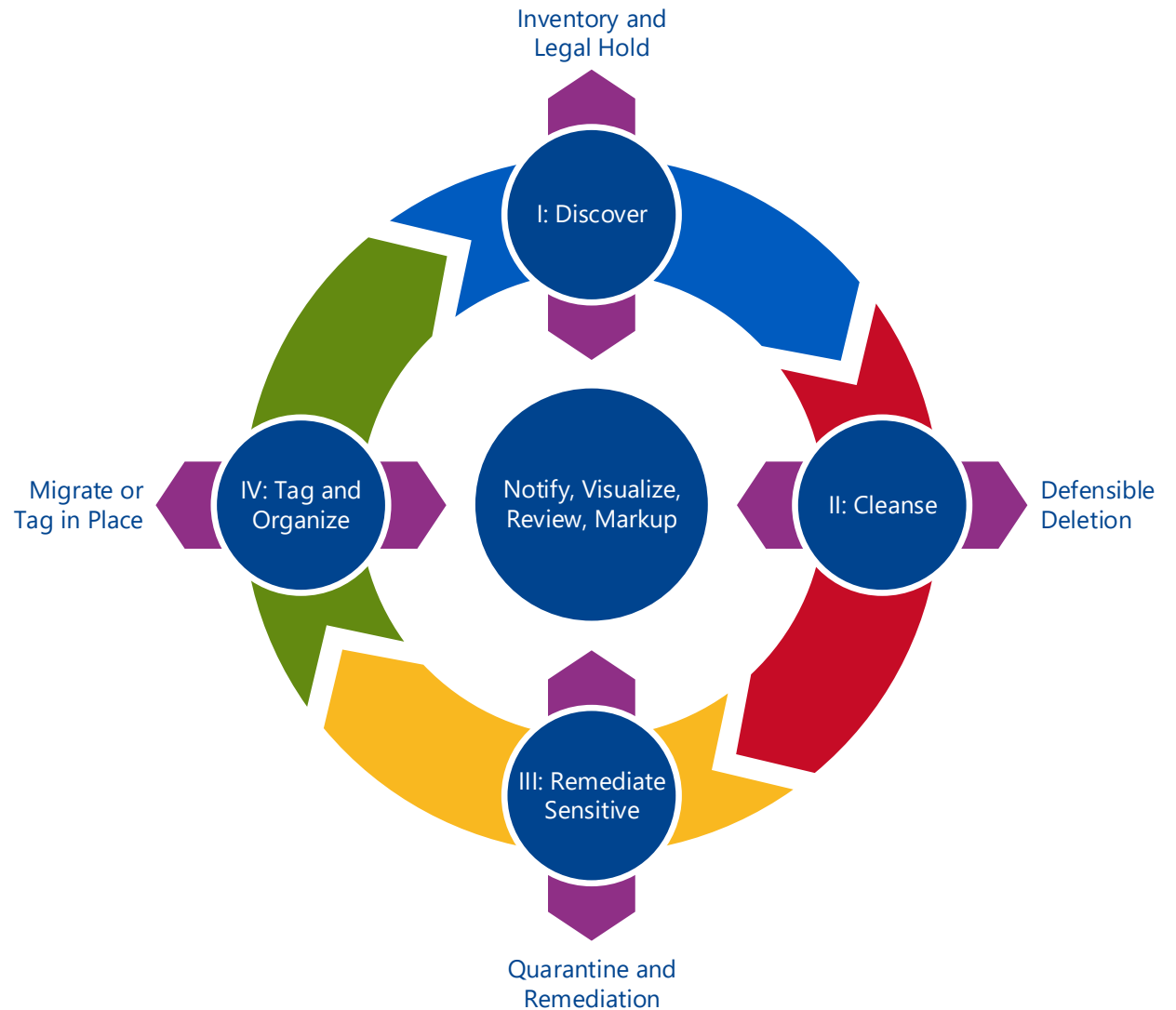
Active Navigation's solutions deliver a structured and repeatable process for identifying content quality and risk based upon consistent policies across any connected repository:

- Right-size repositories and reduce storage volumes for storage cost savings and avoidance.
- Reduce content count and volume for lower discovery and migration costs.
- Classify content against retention schedules for records capture and managed disposition.
- Apply new metadata to support content sharing, re-use and value growth.
- Automate content monitoring to stay on top of unstructured information growth and risk.

Repeatable, Ongoing File Analysis Methodology

The CMM emphasizes how mature organizations embed process and supporting cultures into their business, moving through repeatability to increasingly proactive practice. Active Navigation's solutions and proven methodology support this development and grow in capability as customer's become more sophisticated in their thinking, ensuring that policies, measurability and drive information value.

- **Content Compliance** addresses proliferation of redundant, obsolete and trivial content, e-trash and leakage of sensitive data.
- **Intelligent Migration** enables comprehensive preparation of clean and consistently tagged content in order to maximise information quality and reduce migration costs
- **Content Governance** provides the capabilities needed to embed file analysis services and facilities as part of business-as-usual.



Capability Maturity Model Roadmap for File Analysis

Whilst it can be a long journey, it's important that you can relate activity and investment with growing maturity. The following matches relevant use cases and activities against each stage of that journey and, importantly, indicates the types of benefits that may be achieved in each case. Use this to support more detailed exploration of how file analysis can become part of a long-term governance fabric.

Maturity Level	Process Characteristic	Information State	Relevant Use Cases and Activities	Benefit/Change Opportunities
1	Initial Reactive	<ul style="list-style-type: none"> Chaotic structures Many data silos Records not declared Personal data stores No use of metadata 	<ul style="list-style-type: none"> Capture existing policies Discover existing content Assess content state, risk and growth rates Identify and act on simple cleansing and disposition Identify and act on right-sizing opportunities 	<ul style="list-style-type: none"> Content estate reduction Determine effectiveness of existing policies and measures Refine/create policies based upon content state Establish stakeholder support for action
2	Repeatable Manageable	<ul style="list-style-type: none"> Specific projects and departments adopt discovery and disposition processes Small proven body of practice developed 	<ul style="list-style-type: none"> Discovery and defensible disposition for specific projects and key departments Focused metadata created and captures for specific projects and key departments Establish FOIA and hold collection processes 	<ul style="list-style-type: none"> Reduced cost of information preparation and handling in key projects Metadata, classification and remediation processes proven for wider use Reduced cost of discovery through managed legal hold
3	Defined Proactive	<ul style="list-style-type: none"> Consistent use of ECM platforms Selected practices established cross the organization Information services' value propositions understood; services available for call-off Content managed across projects' lifecycles 	<ul style="list-style-type: none"> Set up monitoring and notification for cleansing and critical content policy types Embed automated discovery, notification and remediation services and capabilities Build content discovery and disposition in to project initiation and planning Set up standardized discovery and analysis processes capture records and knowledge at project close Build metadata augmentation built into key information processes 	<ul style="list-style-type: none"> Reduced exposure to key information risk types Reduced cost of preparation and information handling across projects Growing re-use of project knowledge and establishment of single version of truth Defensible process for project record capture and disposition Defensible process for business-as-usual record capture and disposition Improved content findability in ECM systems Increased awareness of content health and state; metadata becomes habitual
4	Managed Quantitative	Information risk and quality takes a place in reporting	<ul style="list-style-type: none"> Define and monitor value-based content metrics IG team employs and acts on dashboard reporting 	<ul style="list-style-type: none"> Report content health and quality into management information system (Balanced Scorecard Sub-Metrics)
5	Optimized Continuous	Information re-use and value growth practices established	<ul style="list-style-type: none"> Content discovery, exploration and metadata modelling unifies diverse information types for new value 	<ul style="list-style-type: none"> Growth of/discovery of new types of information value New business value created

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