

Strategy	Benefit	Drawback
Third-party ECM application	<ul style="list-style-type: none"> <li>• Enterprise-wide capability</li> <li>• Support for greater number of document types</li> <li>• Support for version control</li> <li>• Technology designed for efficient storage and better search</li> <li>• Better workflow engine</li> <li>• Integration tools are generally available</li> <li>• Advanced capture capability</li> </ul>	<ul style="list-style-type: none"> <li>• More costly</li> <li>• Time to implement</li> <li>• Each integration has to be developed</li> <li>• Additional admin and security</li> </ul>
Integrated ECM within ERP	<ul style="list-style-type: none"> <li>• Less expensive</li> <li>• Easier to implement</li> <li>• Already integrated</li> </ul>	<ul style="list-style-type: none"> <li>• Limitations in functionality and technology</li> <li>• Less flexibility</li> <li>•</li> </ul>
Development using SharePoint	<ul style="list-style-type: none"> <li>• Native integration with Microsoft Office and other Microsoft technologies</li> <li>• Flexibility in configuration</li> <li>• Broad functionality</li> </ul>	<ul style="list-style-type: none"> <li>• Limited workflows or business process management (BPM) out of the box</li> <li>• Requires planning and configuration</li> </ul>
Manual document and records management	<ul style="list-style-type: none"> <li>• No change required</li> <li>• No capital requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Storage</li> <li>• Labor intensive</li> <li>• VERY risky for claims and legal reasons</li> </ul>