

# Migration Case Study

## Industry: Mining & Resource

This Mining and Resource Company is a leading resource company with over 100 locations across the globe. As a large and growing organization, effective content management had become a critical component in supporting business functions and ensuring timely access to vital data.

### Challenge:

The Canadian operations of this Mining and Resource Company had begun the deployment of Documentum as the organization's content management platform. However, a gap was identified: the shared network drives, which were the repositories for content intended for migration to the ECM, lacked consistency in the folder structure, folder naming, and filing practices.

The project team was forced to consider: deployment without migration of legacy content, migrate the files from shared drives as is, or find a solution to analyze the shared drives and classify the content to a new corporate folder structure.

They had over 1.5 million files in shared network drives in departmental folder structures. This content required analysis and classification to the corporate folder structure being used in Documentum prior to migration. The effort required information to be extracted from the departments and business areas involved, with minimal time and effort required from the business, to determine how content should be organized into the new structure.

### Solution:

FileFacets was used to capture, analyze, de-duplicate, and re-map the files to the common folder structure. FileFacets' advanced technology allowed representatives from the business to provide input in a timely manner.

Following an established Functional Classification system, FileFacets staff worked with members of 18 business units to analyze, de-duplicate, and classify unstructured data to the new classification system. The in-app collaborative communications tool allowed all participants to follow the progress and be part of the information governance transformation of their data.

### Results:

FileFacets' methodology was able to marry the requirements for a consistent corporate folder structure at the top two levels, previously defined to drive the records management functionality of Documentum, with the requirement for business areas to use folder naming and organization which best aligned with the way they work. With the folder structure in place, FileFacets captured, analyzed, and classified files from the shared drives.

With input from business users, FileFacets identified over 50% of the original files that should be best stored in an industry specific line of business application. The remaining 766,862 files were processed for the removal of duplicate and trivial files, with the valid files being classified into the corporate folder structure. This resulted in 552,917 files being re-organized and migrated to Documentum.

"We have essentially taken the information structure people have used for years and turned it on its head.

Our users made the transition to the new system and the new information structure much easier than we predicted."