

Campus: NCA&T SU  
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Initiative No: Fifteen  
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### Campus Pace Initiatives

**Initiative Title**

Campuswide Electronic Document Storage

**Initiative Description**

The current paper files maintained by various units of the University are becoming burdensome to continue to find adequate space. Current space requirements for storage of paper documents could be better utilized for other purposes. With the migration to Banner, electronic document storage solutions are being sought.

**Timeline to Implementation**

A feasibility study was completed in Spring 2007 and a solution has been identified. The Banner Steering Committee and the VC for ITT are proposing late Fall 2007 for full implementation.

**Projected Cost Savings**

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Gross Savings						
Investment	\$68,000					
Other Costs		12,000	12,180	12,363	12,548	12,736
Net Savings	<u>-\$68,000</u>	<u>\$(12,000)</u>	<u>\$(12,180)</u>	<u>-\$12,363</u>	<u>\$(12,548)</u>	<u>\$(12,736)</u>

**Projected Cost Avoidance**

(in addition to or in lieu of Savings)

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Gross Cost Avoidance						
Investment						
Other Costs						
Net Cost Avoidance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**What are the expected results and improvements?**

Central repository for important and required documents on campus such as transcripts, class schedules, financial documents.

**What metrics are you using to measure the expected results and improvements?**

The metrics used will be the reduction in space allocation for storage and efficiencies realized by easy document retrieval.

**What is the current status of the initiative?**

The software Xtender is scheduled for June 2007 purchase with integration and use of solution beginning in Fall 2007.

**Who will be held accountable for implementation?**

Information Technology, Business and Finance and Academic Affairs