

THE CHALLENGE

Creating, refining, approving, and publishing agendas using traditional tools and processes is a laborious and error-filled process that requires agenda preparers to manage the inflow of submissions through a wide array of incoming channels, including the web, email, and paper-based sources. Ensuring that public participation is facilitated and that agendas can be finalized with minimal re-work or error is critical to the productivity of state and local government agencies as they seek to balance sometimes conflicting public opinions and perspectives in the most effective manner possible.

THE RESPONSE

The Flatirons Solutions Agenda Management module uses a powerful Documentum 6.x system and the xCelerated Composition Platform (xCP) to create, manage and publish agendas for state and local government meetings. The system allows users to use Microsoft Word 2007 or web-based forms to create and edit agenda item submissions proposed for planned meetings, and provides pre-built configurable workflows to manage the flow of these item submissions, their draft and final agenda assemblies, and the associated review and approval processes.

HOW IT WORKS

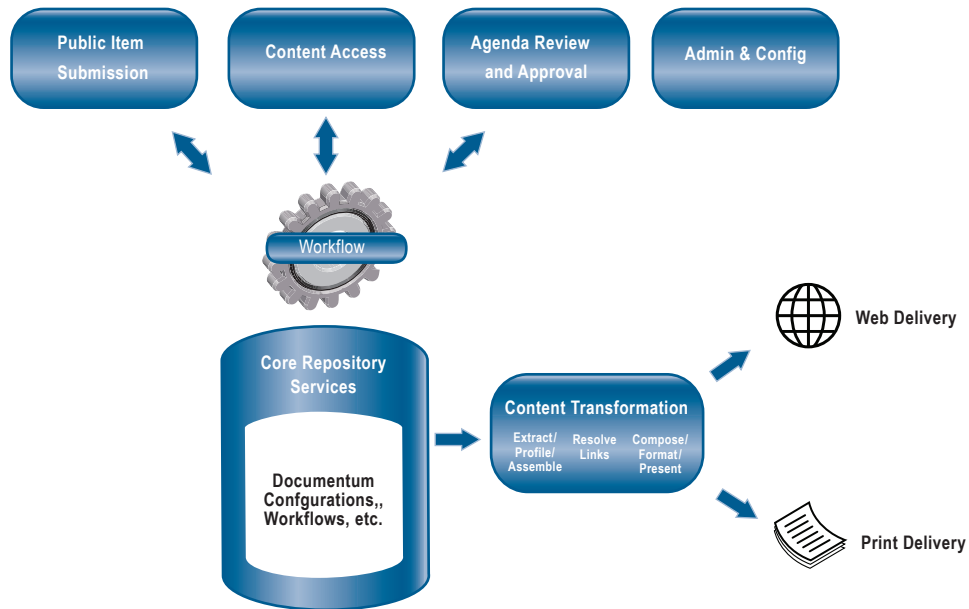
The process starts with submission of the agenda item, either through a web-based form or through the submission of a Word document. Following submission, metadata is extracted from the agenda item and used to automatically move the item through a series of workflow processes for review and approval. After an item has been appropriately reviewed and vetted it is either rejected or approved for inclusion in the meeting's agenda. Meeting agendas are automatically generated from all of the approved items based on agency or program-specific rules that govern the structure of the meeting being planned.

After the window for item submissions has closed, the final PDF file is generated. The final PDF agenda assembly includes the compiled agenda as well as all of the individual agenda items, reports, supporting documents, etc. Thanks to the scalable architecture underlying the Documentum platform, these final PDFs can be virtually unlimited in size with some agencies regularly producing final agendas with thousands of pages (in cases where there is a large volume of supporting documentation). The final PDF as well as each agenda item are published to the state or local government website for public consumption of both individual items as well as the supporting material.

By leveraging the market leading features of the Documentum platform, the Flatirons Solutions Agenda Management offering provides robust management and administrative tools not found in competing solutions. Agenda preparers, for instance, can readily view the status and location of each agenda item scheduled for inclusion in a particular agenda and move it or reschedule it. The coordinator can also output the agenda at any time in a variety of formats including PDF, Excel and Word.

Optional EMC Documentum modules are also available to facilitate the electronic capture of paper-based submissions, and the application of retention policies to all acquired content, metadata, and electronic records.

LOGICAL ARCHITECTURE



BENEFITS FOR STATE AND LOCAL GOVERNMENT AGENCIES

By automating the capture, processing, and assembly of item submissions, the xCP Agenda Management module by Flatirons Solutions helps:

- **Automate agenda assembly** for both final and pre-final agenda versions
- **Reduce manual processing** for new item submissions and speed review and approval times
- **Gain visibility into approval and review processing** status through flexible reports and dashboards
- **Support both web and MS Word-based** agenda item submissions for maximum flexibility
- **Streamline publishing** to public-facing sites and print vendors

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