Scan and Store Definition Template

Customer Requirements:

- Identify documents to be scanned
  - Size
  - Paper type
  - White or colored paper
  - Can multiple documents be scanned or one sheet at a time

- Identify number of documents for each scan
  - Sequence of scan if multiple pages

- Identify data required to categorize scanned item (metadata)
  - Examples
    - Name
    - Date item was scanned
    - Type of document
    - Version

- Identify if data can be updated

- Identify hierarchy of data if required

- Identify authority required for scans, printing, viewing

- Identify types of reports required

- Identify backup, archive requirements

- Identify any legal requirements

- Identify when data can be deleted
  - Automatic or manual deletion
Information Technology Definition:

Based on customer input, IT will provide the following

- Hardware requirements to handle input types
  - Hardware may be provided by IT or the customer
- Input vehicle for entering and saving the metadata
- Authorities as defined
- Hierarchy definitions as defined
- Develop reports as defined
- Develop backup, archive solutions
- Develop data deletion tools as defined
- Documented instructions for using tools
- Conduct education classes for training of personnel
- On site presence for startup