

PA Department of Conservation and Natural Resources  
(DCNR)

## DCNR Calls on Prequel to Evaluate EDMS Readiness

*Like many organizations, the DCNR is looking for opportunities to more effectively manage their own information resources. More importantly, the DCNR is faced with a challenge of limited space and a significant volume of stored documents. Wanting to employ EDMS technology to address their situation, the DCNR commissioned Prequel to assess EDMS need (and opportunity) across the organization.*



### Overview

#### Agency Overview

Established on July 1, 1995, the Pennsylvania Department of Conservation and Natural Resources is charged with maintaining and preserving the 116 state parks; managing the 2.1 million acres of state forest land; providing information on the state's ecological and geologic resources; and establishing community conservation partnerships with grants and technical assistance to benefit rivers, trails, greenways, local parks and recreation, region heritage parks, open space and natural areas.

#### Business Challenge

The DCNR, like many organizations, is continuously faced with the dilemma of handling, storage, retention, and the timely retrieval of paper-based information. Each of these activities is influenced by DCNR processes, regulatory agencies and the other entities such as the Office of Information Technology. Most paper-based documentation and forms are currently stored in cabinets on-site; however, the DCNR utilizes off-site storage for the retention of older, less used information. As the DCNR continues to grow, so does the problem of organizing, storing, and retrieving the large volumes of paper-based documents in conjunction with electronic documents and other objects used throughout the organization.

The DCNR did not have a full understanding of the extent and scope of the problem or of the specific needs of each individual bureau, department or office. Ultimately, the DCNR desired to

#### Profile

The Department of Conservation and Natural Resources (DCNR) manages 116 state parks and 2.1 million acres of state forest land, educates the public and provides access to key environmental information.

#### Business Need

The DCNR needed to identify EDMS opportunities and readiness levels across all programs in the department to facilitate development of a strategic blueprint.

#### Benefits

Prequel collected information from each program area to facilitate a comparative analysis of EDMS need and readiness level. This information will be used by the DCNR to set an EDMS deployment strategy.

#### Technology Services Provided

Technical Assessment

develop a **Strategic Blueprint** to serve as the framework or roadmap for developing a technology-based approach to address the storage and retrieval problems across the DCNR. While each Office or program area may completely understand their respective areas, until recently (as a result of this engagement), this information had never been assembled and documented on an agency level.

## ***Solution***

The objective of the study was to develop a document that would serve as the Strategic Blueprint from which the DCNR could leverage resources, improve processes, and provide enhanced access to information. Key components of this Strategic Blueprint would be the documented findings of interviews and data collection activities, as well as explanations of the analytical criteria. Collectively, this information would prove critical in identifying potential document management opportunities for the DCNR.

Identifying document imaging opportunities required a methodical process of collecting and evaluating information from each area within the DCNR. Through interview and survey formats, critical information was obtained pertaining to the paper-based information used and processes performed in support of daily function. This information was further scrutinized to ensure that each area was evaluated in a consistent manner.

## ***Benefits***

By using this Strategic Blueprint, the DCNR now has the necessary information to assist them in determining what areas are best to consider document management technology. Through effective and strategic deployment of the technology, the DCNR can realize operational efficiencies benefiting both internal and external users. Reduction in storage requirements and increased speed and opportunity to access information are very realistic milestones that can be achieved.

**“I am very pleased to say that Prequel exceeded my expectations with the high quality and quantity of the work that was done.”**

**- Damon Anderson, Director / Chief Information Officer, DNCR**

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## ***For More Information***

For more information about Prequel Solutions call us at 724.820.1575

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