OPENTEXT™

OpenText in Life Sciences: Governance for Microsoft® SharePoint®

Optimize your organization's productivity, reduce costs and risks, and gain control of critical SharePoint content

As enterprise content grows exponentially, Life Sciences organizations are required to reconcile information across disparate systems to operate transparently, improve access to information for decision support, and ensure compliance with FDA, EMA, and other regulatory requirements—while staying within tight budgets. OpenText Governance for Microsoft SharePoint builds on your existing SharePoint base, making content accessible to your employees throughout its lifecycle to comply with regulations, improve system performance, reduce costs, and increase overall productivity. It reduces the risk of non-compliance and litigation through cost-effective, comprehensive information governance.

Control SharePoint content chaos

All types of Life Sciences organizations and departments depend on SharePoint to streamline collaboration and document-driven projects. As a well-established solution, SharePoint makes site creation easy – without requiring professional IT support – and provides features for users to share content. While SharePoint does offer broad functionality, the propagation of SharePoint sites and related content presents challenges for CIOs, IT, and legal departments responsible for delivering compliance and governance programs.

As SharePoint sites grow across your organization, the information contained within each site also increases, often outside of the information management policies of IT. Hundreds of sites are created and then abandoned after each project has run its course. As a result, many legacy SharePoint sites exist, filled with un-archived documents and email. Storage systems are hampered by large amounts of duplicated data, which is intensified by the growth of unstructured information inside an organization. Poorly managed Share-Point information impedes information security and efficiency, and frequently undercuts effective program execution.

CONSOLIDATE SHAREPOINT CONTENT INTO YOUR INFORMATION INFRASTRUCTURE FOR OPTIMAL CONTROL

- *Gain control of the proliferation of SharePoint content and sites across your organization*
- *Ensure good information governance and compliance with regulations such as 21 CFR Part 11, EU Annex 11, 21 CFR Part 820, GAMP, GxP, HIPAA and others*
- *Minimize legal risk and storage costs by automatically archiving SharePoint sites and content*
- *Optimize performance through efficient large file storage; reduce SQL server requirements*
- *Improve user experience and productivity as users collaborate and manage content within the familiar SharePoint environment*
- *Realize significant ROI by leveraging your current SharePoint investment and enhancing SharePoint capabilities with records management, archiving and storage, digital asset management, discovery, and business process management*

Now you can address the information management issues inherent in the creation of multiple SharePoint sites—and save costs on storage at the same time. OpenText Governance for Microsoft SharePoint extends your SharePoint functionality with the critical capabilities of records management, archiving, security, regulatory compliance, and information governance.

Good information governance is essential for Life Sciences

Good information governance is not just an abstract goal—it enables Life Sciences organizations to meet regulators' mandate of strict product and product information quality and security. Achieving governance ensures that the full force and accuracy of an organization's information supports patient health and safety.

Many drug development and manufacturing programs cut across departmental boundaries and this can create duplicate information within each functional silo. Standardizing on the correct information to fuel activities and decisions is a challenge that is not addressed by housing multiple SharePoint sites.

Make your organization truly accountable by focusing on a single source of truth with OpenText Governance for Microsoft SharePoint. OpenText Governance for Microsoft SharePoint provides complete content lifecycle management for SharePoint sites, including records management; the archiving of collections, sites, and document libraries; and the provisioning of new sites to assure that critical information is safe, available, and supports ongoing, mission-critical activities.

Interoperability with existing infrastructure

With OpenText Governance for Microsoft SharePoint you can make all of your SharePoint content an integral part of your company- or department-wide information architecture. Automatically connect created or managed SharePoint content to other content types and servers. Storing SharePoint content in a consolidated repository helps to ensure security, control access, and optimize storage, and improves search and discovery capabilities. When information is centralized, you can apply information governance, compliance, and archiving policies uniformly across all systems – from SharePoint to ERP to Enterprise Content Management (ECM). Improve the value of your enterprise content with a holistic approach that drives quicker decision making, improves efficiencies, and complies with policy.

Improve performance while reducing costs

Life Sciences companies require the ability to preserve content where required and dispose of it when it's no longer necessary. Archiving provides long-term, compliant records management yet SharePoint's functionality for site archiving is limited. With OpenText Governance for Microsoft SharePoint, organizations can move content to a single archive to lower ongoing storage and administration costs. Archiving ensures that content is stored once and access provided to it across systems and environments. Inactive content is kept only as long as it's needed to satisfy regulations or legal requirements according to policy. Overall performance increases and infrastructure costs are lowered as the load on SharePoint servers is significantly reduced.

Achieving regulatory compliance

Government laws and regulations dictate rules for information access, usage, and preservation. Systems like SharePoint that are used to create or manage information must be aligned with those mandates. If content housed in SharePoint silos isn't archived or disposed of compliantly, company information security or privacy could be at risk.

OpenText Governance for Microsoft SharePoint embeds records management regulations and standards, such as like 21 CFR Part 11, 36CFR, NIST, DOD 5015.2 and MoReq2010 v1.1, to ensure compliance and records security. You can use it to provide defensible disposition for content created or stored in SharePoint. Bringing SharePoint content into your information infrastructure ensures that content consistently follows the same compliance guidelines and is more readily searched for and retrieved when required for investigations, litigation, or audit.

Optimizing SharePoint functionality to enhance productivity

Improve end-user productivity by providing access to content, applications, and processes directly from the SharePoint user interface. With OpenText Governance for Microsoft SharePoint, your users can collaborate and access content, regardless of where it's sourced, stored, or managed, directly within their familiar SharePoint environment. From the user's perspective, the experience is unchanged, minimizing disruption and maximizing user adoption.

With SharePoint integrated into your information infrastructure, content is both discoverable and accessible. People spend less time searching for or recreating content and more time focused on the task at hand. Insights based on historical data and trends are more easily accessed to improve decision making and overall efficiency. OpenText Governance for Microsoft SharePoint supports files larger than 50 megabytes, meeting the needs for scalability required by Life Sciences companies. The solution's scalability and interoperability enhances overall productivity, as well as system performance.

OpenText Governance for Microsoft SharePoint helps companies to leverage their investment in existing SharePoint systems and extends its functionality with digital asset management, image capture, CAD document management, and business process management.

Summary

Life Sciences organizations want to capitalize on the advantages and opportunities presented by Microsoft SharePoint while ensuring a comprehensive information governance strategy that enables them to balance the familiarity, intuitiveness, and collaboration aspects of SharePoint with those of ensuring consistent corporate policies and regulatory compliance, enabling structure, control, and automation to the site creation process. Thus, organizations should look to integrate SharePoint into their existing information infrastructure and governance strategy, providing a holistic view of business content that is critical for quicker decision making, improving efficiencies, and driving productivity.

www.opentext.com • ecm@opentext.com