CASE STUDY

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Customer Scenario: On the Move to Business Benefit with Vyapin's DocKit

Client Industry: Shipping and Port Authority

Products Used:

Vyapin's DocKIT for SharePoint
www.vyapin.com

DocKIT

Microsoft SharePoint:
http://office.microsoft.com/sharepoint

Microsoft®
SharePoint® 2010

For a port authority in the business of efficiently moving goods in and out of a country, time is always tight and business processes need to be at their most efficient. The same holds true for moving documents during a migration project from one location in the network to another. In the port authority scenario, the customer undertook such a project using Vyapin's DocKIT and saw more business benefit, on a shorter timeline, accomplishing a fast and efficient migration from Windows file shares and personal drives to SharePoint 2010.

The Business Challenge

Most port authorities are committed to delivering a high standard of service to their customers. Organizations strive to ensure that information is up-to-date, shared appropriately, and reliably identifies the most current state of business operations. An example of this would be documentation of marine vessels and equipment certification. These documents need to be current so that it is clear that all vessels and marine equipment are safe to operate.

One port authority faced a particular challenge. After years of using Windows Servers to store and share files, the organization wanted a system that would facilitate better collaboration amongst employees and enable more robust information management practices.

To meet the evolving needs of the organization, the technical lead for the project decided to implement a document management system based on SharePoint 2010. The key challenges to overcome in moving to the new environment included:

- **Realizing big benefits without straining resources.** The team responsible for the migration was lean and needed to get the migration work done with maximum efficiency. They needed to ensure that the benefits of the SharePoint system would be realized while minimizing disruption to the day-to-day work of running the business.

Challenge: To move documents and metadata from multiple Windows File Shares to SharePoint 2010.

Benefits of Using DocKIT:

- Increased confidence

- No impact to business process during the migration

- 10-15% savings in migration time

- **Smart spending.** A significant proportion of the project's budget was allocated to get the core system established which meant that creativity was required to execute the migration within the available budget. It made sense to try and keep spending down for the lower-value activities (like moving documents) so that the budget could be put toward enhancing SharePoint's information management features which would more directly enhance business operations.

- **Maintaining metadata.** Maintaining authorship and modification dates of documents being moved into the SharePoint environment was an important consideration. Without the retention of key metadata, the ability for staff to locate specific critical documents with certainty would have been compromised, impacting many business processes, including Human Resources and Health and Safety, which was simply unacceptable.

Solution: Vyapin's DocKIT

The documents that the port authority needed to migrate were in various states of structure and resided on multiple Windows file systems, personal drives, and shared drives. In starting the migration effort, the project team manually conducted an early test migration to assess the level of effort required to reach the desired state. This proved invaluable in confirming that manually moving documents into the new SharePoint environment would take too long, be too error prone, and potentially pose risk to ongoing business operations.

With that, the team knew that a software tool was needed. They quickly began to search for one that would meet their needs.

Migration Tool Evaluation and Selection

The customer's investigation turned up a handful of potentially viable tool options. After a week of evaluations, Vyapin's DocKIT emerged as the winning solution.

DocKIT for SharePoint targets the migration of content from network file shares, file servers, and local hard drives to Microsoft SharePoint and Office 365 (SharePoint Online), while preserving permissions, file properties, and associated metadata.

In this scenario, the biggest reasons for selecting DocKIT were as follows:

- **Metadata handling.** DocKIT's ability to retain metadata was exactly what this migration needed. It was accurate and gave the migration team confidence that metadata would be preserved in the new system.
- **Convenient scheduling.** Because DocKIT could be scheduled to run after hours and on weekends, it reduced the impact on business operations and network load.
- **The price is right.** The solution provided exactly the feature set that the Port needed and was budget friendly.

Benefits

Using DocKIT as part of the migration effort afforded this customer several significant benefits:

- **Increased Confidence.** DocKIT worked exactly as promised, seamlessly supporting the migration into the new SharePoint environment. DocKIT provided easy-to -understand visibility into any issues or problems making them quick to resolve.
- **Retention of metadata.** The way in which DocKIT preserved metadata was the standout feature of the solution. The benefit for the organization was that it could still operate business processes that depended on finding most recently modified documents without any issues. In a manual migration, it would have taken inordinate amounts of time or the organization would have had to forgo metadata—that would have seriously impacted business processes.
- **Time savings**. Using DocKIT saved valuable time. In fact, it was estimated that several person-weeks of effort were saved and the project was completed 10 to 15% sooner, thanks to Vyapin.

Ultimately, by completing the migration faster and more efficiently, the biggest benefit to the organization is having the ability to now focus on higher value activities and priorities. By leveraging SharePoint, the port authority is utilizing several features to derive additional business value such as implementation of a marine management system, risk and compliance registers, and even more detailed tracking of health and safety information for compliance requirements.

"Within a day, we knew that DocKIT was exactly the solution we needed. It's easy to use, efficient and does exactly what is promises"

-Customer comment about Vyapin's DocKIT

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Conclusion

The port authority in this scenario was able to quickly move many of its business operations to SharePoint and reap the benefits of a more consolidated, capable, and robust information management platform. Despite resource constraints, migration activities were achieved with confidence and within budget, through the use of Vyapin's DocKIT. The tool continues to be utilized in migrating remaining pockets of information. For this customer, a new course is now set for other big projects that will steer it towards even more business value.