SACLANT
D M S
(Document Management System)
22 May 02

Lt.Col. ITAF Fabio Nuccetelli - HC-6101
CONTENT

• DEFINITIONS

• NATO HQ DMS

• SACLANT DMS Pilot

• SACLANT Interim DMS

• SACLANT DMS Workflow Study

• Bi-SC AIS Convergence
DEFINITIONS

* A **Document** is any recorded information regardless of its physical form or characteristics (data, text, graphic, images, voice, video, etc.)

* **Within this** DMS initiative, documents are initially defined just as electronic copies of official signed papers and/or publications

* **Integration with other** electronic documents (e.g. messages, and e-mails) will be a further evolution

Note: present NATO “minimum” requirement should be the ability of finding all published messages and official e-mails by simply using the DMS archiving functions/tools
DEFINITIONS

* **DMS** is one of the main AIS Core Service

* **DMS** will provide functionality for document **Production**, **Publication**, and **Workflow**

* **Production** is defined as document preparation, creation, and updating

* **Publication** is defined as Document release, dissemination, distribution, archiving, retrieval, classification, indexing

* **Workflow** is defined as the collaborative user processes and transactions by which documents are managed (produced and published)
Current NATO CLASS network (NIDTS)
NIDTS network (2003)

- OTTAWA, CA: 64Kbps
- NORFOLK, US: 64Kbps
- NAPLES, IT: 2 Mbps
- OEIRAS, PO: 256Kbps
- NORTHWOOD, UK: 512Kbps
- STAVANGER, NO: 2 Mbps, 512Kbps
- JAATA, DE: 4 Mbps
- EVERE, BE: 2 Mbps, 512Kbps
- MONS, BE: 2 Mbps
- BRUNSSUM, NL: 12 Mbps, 256Kbps
- ATHENS, GR: 2 Mbps, 256Kbps
- ANKARA, TU: 2 Mbps
NATO HQ DMS

• NATO HQ has implemented a DMS based on PCDocs s/w

• NATO HQ PCDocs is a Document Publication solution that currently contains more than 1 million of official documents

• The NATO HQ DMS official documents should also satisfy about 75% of SA CLANT requirements (legacy system)
NATO HQ  Document Management System
Système de gestion des documents du QG OTAN

EXTERNAL GUEST LOG IN

User Name: xsllav
Password: ********

Library: PRODUCTION
Log into primary library only

Any NATO SECRET PRINTOUT OR COPY SHOWN IS RELEVANT TO THE RECIPIENT. ALWAYS RESPECT THE NEED TO KNOW PRINCIPLE.
TOUTE COPIE NATO SECRET DOIT ÊTRE UTILISÉE SEULEMENT PAR LA DESTINÉE VIA LE BUREAU. RESPECTEZ TOUJOURS LE PRINCIPE DU
BESOIN D'EN CONNAÎTRE LE MOINS.
UNCLASS only for "GUESTS"
SACLANT DMS Pilot

NATO HQ
DMS

SACLANT
Documents

NATO UNCLASS
SAKLANT DMS Pilot

* Pilot Period: 14th of May-14th of September 01

* Test interoperability with the NATO HQ PCDocs (legacy system)

* Produce studies on DMS directions and requirements (in particular for Document Workflow)

* Migrate the content of the two present SAKLANT Systems for Document Archiving (Alchemy for NC and below, and ODS for NS only) into a unique and more suitable platform
SACLANT DMS Pilot - Results

* Workflow Requirement Study produced

* Interoperability with NATO HQ PCDocs partially achieved with the “SACLANT Interim DMS” (which is copy of the NATO HQ DMS, but no automated data replication mechanisms implemented between the two system)

* Interim DMS is the current solution for document Publication in SACLANT (awaiting for the complete Bi SC solution through ACE ACCIS Increment 1)
SAACLANT Interim DMS

- **SAACLANT Interim DMS** is a PCDocs solution based essentially on the same settings as implemented in NATO HQ (document Publication)

- Starting **AUG01**, our Secretariat has collected (or replicated from NATO HQ) and archived in the SAACLANT DB approx. **10,000 official documents**
SAACLANT Interim DMS - Architecture cnt’d

Web server includes DOCS Fusion, IIS and SQL Client. Also acting as the Index server.

PowerDOCS CyberDOCS

Client:
50 Individual Accounts (Powerdocs/Cyberdocs)
“unltd” Guest Users (Cyberdocs only)

SACWEB1
TESTSQL1

Storage Server

Database (SQL Server 7.0)
SACLANT Interim DMS - What’s next

* DOCSFusion re-install on new server
* PCDocs version 4.0 upgrade
* installation procedures manual
* system administrator training
* search and profile screens improvements
* user search criteria customisation
* Import/Export program
* Humingbird’s SearchServer evaluation
SACLANT DMS Workflow Study

Completed on the 27th of July 01 with the purpose to:

* document the current Production process of generating an official document within HQ SACLANT

* document the current Publication process of:
  - distributing official HQ SACLANT documents to other organizations
  - receiving official documents from NATO HQ, SHAPE etc. and distributing these documents within HQ SACLANT

* identify areas within the Production and Publication processes that could be automated and make recommendations on the type(s) of automation that could be incorporated

* identify commercially available ADP packages to provide complete Workflow
SACLANT DMS Workflow Study
Recommendations

* the most basic and immediate improvements could be made through better use of e-mail and the MS office suite

* this involves using the track change and template capabilities to facilitate the review and edit sub-process and the document preparation sub-process

* e-mail would be used for routing and forwarding versions of the document
the next level of improvements proposed the use of an electronic DMS as PCDocs (NATO HQ legacy system)

this provides, at a minimum:

- a method for managing a document’s components
- the ability to create libraries
- a method for controlling document versions as well as access to these versions
* the final level of improvements proposed using a workflow package providing at a minimum:
  - the scheduling of activities
  - routing
  - notification
  - tracking
  - coordination of activities

* there are a variety of workflow packages available, some can be integrated with PCDocs, others will require bespoke interfaces
BiSC AIS Convergence

• SHAPE looks for the complete DMS solution (Publication + Production + Workflow) through the ongoing ACE ACCIS Inc. 1 project

• SHAPE agreed the NATO HQ DMS (PCDocs) as the “NATO legacy system” for document Publication

• ACE ACCIS DMS requirement is to be interoperable with the NATO HQ PCDocs (and with the SACLANT Interim)

• The selected ACE ACCIS DMS solution will be the BiSC AIS DMS Core Service providing the additional Production and Workflow capabilities (SACLANT Workflow Study)

• Based on the progress of ACE ACCIS Inc. 1 contract award, the Bi-SC DMS solution can not be expected before 2004
Bi SC DMS Convergence

CRONOS

DMS

ACE ACCIS INCR 2

Bi-SC FROM THIS STAGE ONWARDS

DMS

MACI PROJECT

TARGET

NATO HQ DMS

SACLANT Interim DMS

ACLANT

BI-SC AIS CORE SERVICES

MCCIS V 5.x

DMS Req

Workflow

NATO UNCLASS
The SACLANT Interim DMS “metadata” (i.e. document profiles) mapping with NATO Standard metadata (Dir. 96-6)
Resources (WISE)

DMS

Intel

OPS

NATO

Standard
META-DATA
translation

XML

XML

XML

XML

XML

xml

Posted Resources (WISE)

WISE (search engine)

other Resources

others
* NATO HQ PCDocs contains more than 1 million of official documents (legacy system for document Publication)

* SACLANT Interim DMS is a replica of NATO HQ PCDocs

* SACLANT Workflow Study documents processes and flows for Production and Publication of documents in HQ SACLANT and identifies possible automation (i.e. Workflow)

* ACE ACCIS Inc.1 selected DMS will become the Bi-SC AIS DMS Core Service providing complete capabilities (Publication + Production + Workflow)

* NATO Standard meta-data should provide interoperability