



## Vigi Gurushanta, MIT, FICB, ecm<sup>p</sup>, erm<sup>m</sup>

### Overview

Mr. Gurushanta has over 35 years of diversified IS/IT experience in all areas of Systems and Technology in a major financial institution (Royal Bank Financial Group) in Canada. An industry leader in the field of Electronic Records Evidentiary Policies, Records Management, Document Management, Imaging, Hybrid Imaging and Micrographic Systems. He is a recipient of AIIM ECM practitioner and ERM master program. He is the authorized tutor for AIIM ERM Certificate Training program.

Served as national President of Canadian Information and Image Management Society (CIIMS) and editor of Info Image newsletter. Current Chairman of Canadian General Standards Board (CGSB) Standards Committee on Electronic Records as Documentary Evidence. And, Chair of the Canadian Advisory Committee on ISO/TC 171. Also, member of ISO and AIIM Standards Committee on Evidentiary Support and Document Management Technologies.

He is the 1995 recipient of "Education Award" from the IMC (Information Management Congress) and was elected Fellow of the Canadian Information and Image Management Society. He was further elected as the Fellow of AIIM in 2000 and earned his Master of Information Technologies (MIT) the same year. Further, Fellow of the Institute of Canadian Bankers in Canada. He has been called before the Canadian Federal Government Parliamentary Committee to address on Bill C-6, PIPED Act (Personal Information Protection and Electronic Documents Act).

He has contributed as an expert advisor on the document management field for various divisions within the financial institution area across the world. He has a broad understanding and experience in the business processes, ROI analysis, RFP development, vendor analysis, workflow analysis, records management, document management, and project management of system deliverables under DEC platform, IBM host, and server based systems.

## **Significant Projects**

Mr. Gurushanta has played a leading role as project manager and senior technical consultant on various projects as a corporate systems and technology staff to guide various business divisions in the field of document management, records management and legal admissibility issues for the bank. The following is a partial list of his contribution over the years:

### **Government Projects**

Mr. Gurushanta led team of IMERGE Consultants for a study of Enterprise Records and Document Management program for a several government sectors at the federal, provincial and municipality sectors in Canada. The study resulted in a comprehensive evaluation of all divisions within the ministry and recommendation for an Electronic Records and Document Management strategy to move towards eGovernment initiative in the government sectors.

### **Municipal Sector Projects**

Mr. Gurushanta conducted an extensive analysis of a federal government sector on adherence of agency record keeping practices against the national standards titled: CAN/CGSB 72.34-2005 – Electronic Records as Documentary Evidence and CAN/CGSB 72.11.00 – Microfilm and Electronic Images as Documentary Evidence.

### **Private Sectors**

Mr. Gurushanta led a team of consultants on providing Electronic Records Management Strategy for a major City in Canada in defining the requirements for sound record keeping practices, records classification, validation against the legal requirements of records against the evidentiary requirements and decommissioning of legacy records.

### **Retail Banking Division**

Mr. Gurushanta led a team of consultants in defining Enterprise Content Management requirements and strategy for a major mining corporation in defining the main requirements of IT, Corporate Services and Business Units for an enterprise-wide document and records management strategy.

Further, Mr. Gurushanta led a team of IMERGE Consultant for a study of major City in Province of Ontario on Tax Remittance Program, and Corporate-wide strategic studies on Electronic Document and Records Management program. This led to realization of eCity vision.

### **Global Security Services**

Mr. Gurushanta defined the business requirements, cost benefits analysis, system architecture for an enterprise document management system across Canada. This resulted in implementation of Computer Assisted Retrieval System for major retail products such as: Mortgages, Personal Loans, Mutual Fund, and Student Loan documents. The system yielded ROI within 12 months of implementation.

Further, a comprehensive study of measuring national and ISO standard retail banking process to ensure the process meets with the compliance rules.

### **Investment Division**

Global Security Services division operates in major cities in world with substantial revenue to the organization. A document management program for an enterprise electronic records management program was implemented under his guidance that included remote document capture program, centralized server based program for enterprise storage and retrieval of document images across Canada.

### **Corporate H.O. Human Resources Division**

Mr. Gurushanta implemented the Hybrid Image System as part of the overall document management program for conversion of documents to electronic and microfilm images. As the project yielded substantial savings, the program was further enlarged to include workflow and vendor driven enterprise content management system with remote capture features to remove direct mail of documents to a central site operation.

## **Central Data Processing Centers**

With over 50,000 employees across 35 countries around the world, the human resources division needed a central document management program. A document management program using both Hybrid and Micrographic System was implemented under his direct guidance in a central site.

## **Retail Banking Branch Operation**

Mr. Gurushanta introduced Production Planning and Control System in major data processing centers in Canada to monitor the staff productivity and optimization of work flow within the check processing environment.

Mr. Gurushanta conducted extensive industrial engineering analysis of customer flow and corresponding terminal and printer utilization to optimize the efficiency of branch operation.

## **Professional Experience**

### **Royal Bank Financial Group Toronto, Canada 1970 -2003**

Manager

Document Management Technologies at the H.O., Systems and Technology Division. Served in various departments that included: Industrial Engineering, Data Processing Centers, Branch Banking division, Network Automation and Service Delivery, Personal and Credit Banking, and Banking technology group.

### **RCA Corporation Montreal, Canada 1968-1970**

Industrial Engineer for the development of Canada's ISIS Satellite program.

### **Decca Navigator Co., Ltd England, U.K. 1963-1968**

Production Engineer for the development and production of navigational computers for navigation and aerospace division.

## **Awards and Certifications**

Mr. Gurushanta was awarded the Certificate of Merit from the Canadian Information and Image Management Society and later was also awarded the Fellow of the Society for his exemplary contribution in the field of document imaging area.

Received the "Education Award" from Information Management Congress in Amsterdam (1995) for his contribution in the field image technology.

Received Certificate of Merit from the Canadian General Standards Board for the development of national standards titled: CAN/CGSB 72.34-2005 – Electronic Records as Documentary Evidence

Received the Fellow of AIIM – International and also earned Master of Information Technologies (MIT) in 2000.

Received citation from Eastman Kodak Company for contribution to the development of Kodak Intelligent Microscanner Unit.

Received Certificate of Appreciation from Canadian General Standards Board (2004) for contribution to the National Standards in Canada.

Received Canadian General Standards Board certificate of merit (2005) for the development of national standards titled: Electronic Records as Documentary Evidence.

## **Publications**

- Co-Authored a book titled: Managing Canadian Electronic Records: Standards, Best Practices and Implementation Issues
- Co-Authored a book: Managing Electronic Records for Multinationals: Standards, Best Practices & Implementation Issues
- e-Evidence Standard: Proving the Integrity, reliability, and trust on electronic records, ARMA/CIPS Conference proceedings paper
- The Electronic Evidence National Standard: Proving the records system integrity of electronic records, Ken Chasse and Vigi Gurushanta.
- E-Commerce and Need/Opportunity for an e-Evidence Standard, Dr. Jake Knoppers, Ken Chasse and Vigi Gurushanta.
- Backfile in Motion: The backbone of Successful Image Management System.
- The Application of Hybrid Image System – A Document Management Strategy.

## **Seminars**

Mr. Gurushanta is and has been a speaker on document management and electronic evidentiary programs for number of years. He has delivered speeches in Canada, USA, Australia, India, Amsterdam, and Jamaica. He presented papers at AIIM-International Conferences in San Francisco, New York and Philadelphia in 1995, 2000 and 2005.

Mr. Gurushanta is an authorized tutor for AIIM ERM Certificate Programs in North America

## **Education**

Mr. Gurushanta is a graduate of Industrial Engineering from England, and Graduate of Canadian Institute of Management (McGill University), and Institute of Canadian Bankers (McGill University).