



C O N S U L T I N G

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## Terry Menta, CRM, em<sup>m</sup>, em<sup>p</sup>, em<sup>s</sup> ecm<sup>s</sup>

### Overview

Mr. Menta is a senior consultant with extensive experience in full life cycle of user oriented electronic document and electronic records management systems. Excellent background in underlying technologies, management disciplines, and project management techniques. Broad understanding of vendor offerings and market history and trends. In-depth understanding of discipline, statues, and obstacles related to records management.

### Significant Projects

Mr. Menta has played a significant role in a number of projects during his career. The following is a partial list with a brief description of what each project accomplished. Additional details available.

#### Barr Engineering

Mr. Menta reviewed records and electronic document management needs; evaluated alternatives for managing engineering drawings; and evaluated points of interface with CADD and GIS software.

#### Washington County, Minnesota

Mr. Menta reviewed records and electronic document management needs for the County; evaluated current imaging implementations; identified enterprise content management (ECM) and line of business opportunity areas along with outlining a strategic multi-tier ECM direction. He developed the RFP to acquire an ECM solution and services.

#### City of Minneapolis, Minnesota

Mr. Menta prepared process maps for major business processes. He participated in an enterprise records management strategy team to identify metadata conventions for records categories for business licensing and building plan review. He recommended conventions to follow in developing records classification taxonomy, and conducted business process analysis for several document categories to detriment a migration strategy from a legacy electronic document management system to Stellent universal content manager. He also recommended additional processes and conventions necessary to manage electronic objects as records instead of their paper counterparts.

#### City of Las Vegas, Nevada

Mr. Menta performed electronic document management system (EDMS) and records management (RM) system oversight. He prepared process maps for major business processes, conducted document itemization surveys and established criteria and processes for selecting EDMS and RM systems. He developed and conducted system acceptance procedures, identified two pilot organizations and established pilot procedures and assessment parameters.

**City of Raleigh,  
North Carolina**

Mr. Menta worked with the City of Raleigh, North Carolina on an electronics document management requirements determination and vendor selection. He conducted user requirements interviews and document inventories; created as-is and to-be process maps for pilots; developed the RFP requirements and evaluation criteria and assisted in vendor selection.

**Oklahoma County,  
Oklahoma**

Mr. Menta was selected for backfile conversion planning and vendor selection. He inventoried and characterized 12 million official documents on paper and microfilm dating to 1893 for the county recorder. He conceptualized the conversion and indexing process to reduce the project cost by 80%; wrote conversion RFP and criteria for vendor selection and import to EDMS; assisted in vendor selection; and prepared enterprise strategy for electronic records management. Mr. Menta analyzed document-intensive processes, identified processes amenable to conversion of paper records to electronic and evaluated xml-based electronic submission options for land title documents.

**Milwaukee  
Municipal Court**

Mr. Menta worked with the Milwaukee Municipal Court reengineering paper-centric processes and analyzed make-versus-buy alternatives. He mapped document-centric business processes and conducted document inventory; analyzed record retention statutes; identified document imaging alternatives; and recommended a system replacement strategy.

**Oregon Mutual  
Insurance**

Mr. Menta analyzed business processes and managed the acquisition of an electronic document management system. He mapped paper-intensive business processes and conducted case file inventory, wrote document management requirements and evaluated EDMS vendor proposals.

**New Mexico  
Treasurer**

Mr. Menta reengineered paper intensive business processes for the New Mexico Treasurers office. He reviewed treasury stem function and data exchanges along with documenting the current business process via "as-is" workflow diagrams. He reviewed New Mexico Administration Code as it pertains to Treasury functions and duties. He provided recommendations for business process improvements for both non-technology and technology insertion.

**Michigan  
Department of  
Transportation**

Mr. Menta prepared strategy and enterprise-wide electronic document management. He analyzed and mapped major business processes; inventoried candidate documents for conversion to electronic form; evaluated procurement alternatives; and planned pilot implementations.

**Digi-Key**

Mr. Menta performed reengineering analysis, EDMS procurement and installation oversight for Digi-Key (Electronics Parts Distributor). Mr. Menta prepared enterprise-wide needs analysis, prepared the procurement RFP, participated in vendor evaluation and conducted implementation oversight.

**Mississippi  
Department of  
Finance and**

Mr. Menta conducted process reengineering, system procurement and implementation oversight. This included analyzing and documenting business processes, hypothesizing new procedures, preparing solicitation documents, assisting with vendor selection and assisting

<b>Administration</b>	with implementation oversight.
<b>City of Portland</b>	Mr. Menta conducted requirements analysis and procurement and oversight of electronic document management system implementation. This involved his describing and diagramming current processes; describing the current and information technology infrastructure; compiling and enterprise-wide statement of objectives; evaluating technology alternatives; providing recommendations; developing an RFP for vendor selection; recommending a vendor based on the RFP responses, and overseeing system installation.
<b>Minnesota Public Employees Retirement Association</b>	Mr. Menta developed requirements for EDMS, procure system and oversee implementation for the Public Employees Retirement Association of Minnesota. He analyzed and documented current processes. He reengineered the processes. He identified procurement strategy for EDMS and provided implementation oversight and user training.
<b>Commonwealth of Pennsylvania State Employees Retirement System</b>	Mr. Menta conducted business process reengineering, procure EDM system and oversee implementation for the Pennsylvania State Employees Retirement System. He analyzed and documented current business processes, reengineered process to take advantage of electronic document management system features. He specified EDM system requirement for procurement, identified vendor evaluation criteria, assisted with vendor selection and identified points of interface with line of business application.
<b>Riverside County</b>	Mr. Menta preformed management consulting related to document management, workflow and records management to the following clients: Pennsylvania American Water Company, Boston Edison Pilgrim Nuclear Power Station, Pennsylvania Employees Credit Union, City of Paterson, New Jersey Administrator of the Courts, 17 <sup>th</sup> Judicial Circuit Court of Florida, The Pfaltzgraff Company, City of San Diego, Riverside County Flood Control District, Publishers Clearing House and Money Fax.  Mr. Menta analyzed document centric process in all county departments of Riverside County, California. He performed an enterprise-wide electronic document imaging strategy. Mr. Menta analyzed document-centric business processes in eight largest departments. He recommended process improvements. He identified features of electronic imaging that would streamline processes. He recommended organizational changes in light of recommended technology.
<b>San Bernardino County</b>	Mr. Menta analyzed document centric processes in all county departments for the county of San Bernardino, California. He derived an enterprise –wide electronic document imaging strategy. He analyzed and documented centric business processes in sixteen largest departments. Mr. Menta recommended process improvements, indentified features of electronic imaging that would streamline processes, developed information technology policy for life cycle development of document imaging systems, trained internal consultants in business process analysis methodology and trained the IT department in underlying technologies.

