

Enterprise Content Management

(In short)

ECM- is the management of information that exists in an organisation. It manages all the forms of information.

1. Enterprise

(The Where or How)

- This describes all the functions of how the information is captured within the organisation

2. Content

(The What)

- This describes the components, rules, structures, topic, etc. An example is the metadata.

3. Management

(The Who, Why, When)

- This phase brings together the people who will be using the information, the reasons they will be doing so, and how they will interact and exchange the information.