A complete blueprint for planning, building, and maintaining fast, efficient, automated document management systems. In Document Management for the Enterprise, Michael Sutton clearly defines and simplifies the principles of document engineering and management. He arms you with a set of proven techniques and methods for planning, building, and maintaining automated systems for fast and efficient storage and retrieval of documents and forms. And, with the help of numerous case studies, he shows you how to avoid common pitfalls and how to overcome frequently encountered obstacles. The most up-to-date, comprehensive, hands-on guide to the engineering and management of enterprise document management systems, Document Management for the Enterprise: Clearly defines the goals and uses of document management and engineering. Provides expert assessments of risks, costs, and benefits of creating an enterprise-wide document management system. Outlines a document engineering life cycle and framework for rolling out document management applications. Identifies available software products and describes a method for evaluating their functions and features.

My Personal Review:
Who ever wants a quick and dirty solution for his document storage and retrieval problems in his enterprise, please be warned - forget this book. If you want your company carefully prepared for the introduction of a document retrieval and archiving system - this is the stuff to read. Nothing for a rainy Sunday afternoon, you really have to work - and fight - with this book. My is already covered over and over with remarks, a worthwhile tool I can recommend 100%.

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