

The IPRO 347 team was sponsored by Abrasive-Form, Inc. to create a paperless solution for file storing. Abrasive-Form, Inc. currently stores their job folders in filing cabinets. Documents are added to the job folder from various departments as the project circulates throughout the company. Once the project is completed the job folder is filed into the company's archives.

To date, this has led to several problems for Abrasive-Form, Inc. As the company expands, they have to dedicate large portions of their offices to store old job folders. A lot of time is wasted as employees travel to and from storage to look up information from the old job folders. Furthermore, because there are several departments within the company that reference the job folders, they are often misplaced or lost. In addition, if there was a disaster, such as a fire, all the files would be permanently lost.

In response to these problems, the IPRO 347 team has worked with Abrasive-Form, Inc. to develop an electronic content management system. Throughout this semester, the IPRO team consulted Abrasive-Form, Inc. to determine the best possible solution for their problem. After initial consultation the team divided into subgroups to investigate possible digital content management solutions based on Abrasive Form, Inc.'s needs and wants. Four possible programs were presented to the company and, ultimately, the program SharePoint was selected. SharePoint was chosen because its features met the most of Abrasive Form, Inc.'s requirements.