SWORD

UPGRADE *YOUR BUSINESS*

MIGRAPATH: AN INTEGRATED TECHNOLOGY APPROACH TO IM

DELIVERING ACTIONABLE ANALYTICS

MIGRAPATH

UNSTRUCTURED DATA to ACTIONABLE INFORMATION

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MIGRAPATH
UNSTRUCTURED DATA to ACTIONABLE INFORMATION

FOREWORD

Our digital solutions complement our subject matter expertise enabling us to work smarter for you.

Sword delivers a data-driven approach that enables you to understand your enterprise landscape, to de-duplicate, consolidate and migrate, and harness the value of your information and records.

YOUR INFORMATION ESTATE

We must first understand how your organisation creates, consumes and manages data and information. We provide a range of Subject Matter Experts to undertake a 'Discovery and Intelligence Gathering' exercise to provide a view of your information estate and the opportunities for improvement.

MIGRAPATH DISCOVERY

File and folder level scans across network drives and connected systems to map your estate, providing:

- A view of data volumes and distribution
- An overview of all content repositories in your information estate
- A high level definition of business rules used to analyse data

Harness the value of large quantities of untapped and unstructured information

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PART I – AN OVERVIEW

MIGRAPATH An Integrated Technology Approach to Information Management Challenges

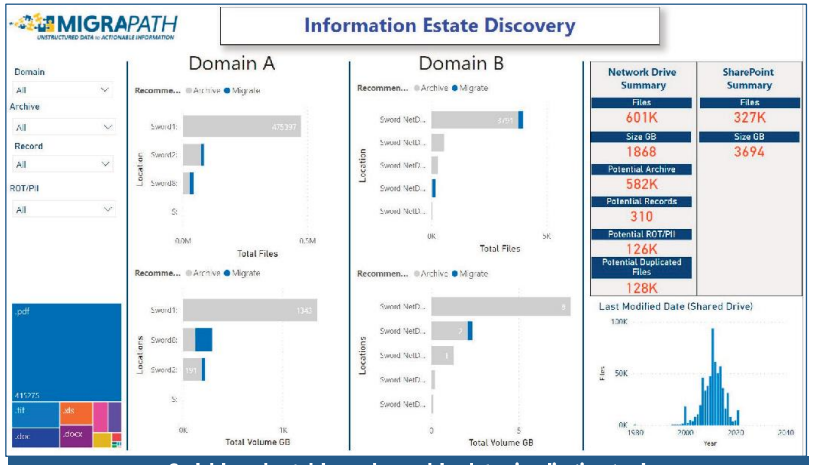
MAKING SENSE OF YOUR INFORMATION ESTATE

Our solution rules analyse vast data sets quickly and efficiently. Detailed dashboard summaries of your information estate are developed with realistic recommendations for improvement.

Underpinning governance and compliance and reducing time to insight helps achieve businessbenefits quickly and cost effectively

MIGRAPATH RATIONALISATION

- Detailed data analytics with content filtering to create subsets of data to enable easier decision making
- Identification of duplication hotspots to reduce overall volume of the information estate
- Identification of company records suitable for migration to the corporate store
- Identification of Redundant, Obsolete and Trivial (ROT) data to improve trust and confidence in data
- Identification of any Personally Identifiable Information (PII) that could be in breach of GDPR



Scalable, adaptable and reusable data visualisation tools

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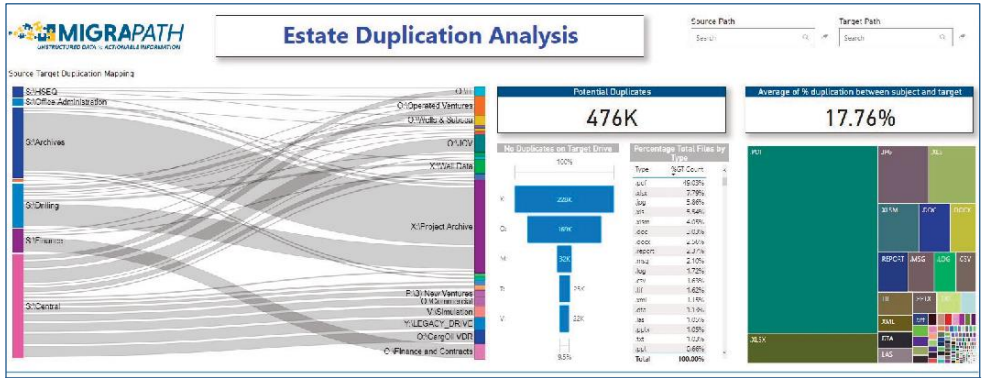
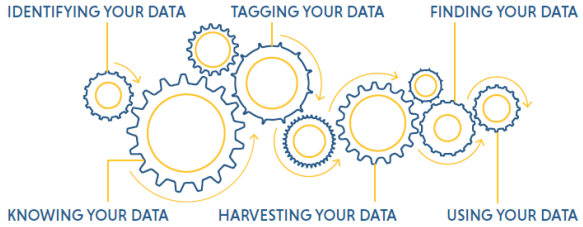


Identification of duplication hotspots to reduce overall volume of information estate

QUALITY FOCUS ON A BIG SCALE

Whether driven by internal data demands or regulatory compliance, a clear and actionable view of your information is invaluable. Combining Sword's deep domain experience and our technologies provides a clear end-to-end solution.



MIGRAPATH HARVESTING VALUE

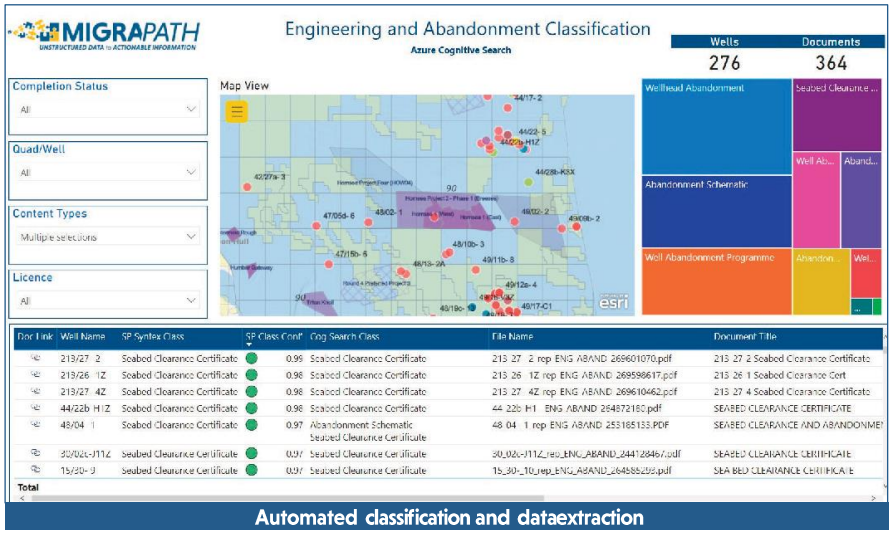
Large quantities of data are processed in controlled environments to release latent value.

- Identifying your data – Document and Data Classification
- Knowing your data – Content Analysis and Visualisation
- Tagging your data – Metadata and Key Information Recognition
- Harvesting your data – Content and Data Extraction
- Finding your data – Advanced, Cognitive Search Capability
- Using your data – Creating Robust Integrated Data Environments

The Sword Migrapath solution increases information accessibility and availability

PART I – AN OVERVIEW

MIGRAPATH An Integrated Technology Approach to Information Management Challenges



Automated classification and dataextraction

MIGRATION MADE EASY

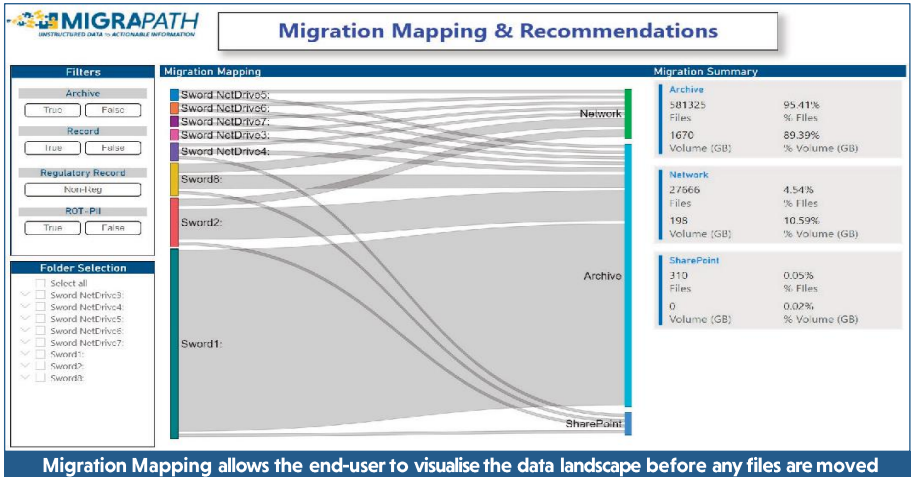
Document migrations can be complex, lengthy and difficult to undertake. They often stall when users are asked to make decisions on their data. Sword provides an end-to-end solution combining business processes, current state mapping and data visualisations to gain user adoption.

Reduces Information Management overheads and increases information accessibility and availability

MIGRAPATH MIGRATION

We provide a before-and-after dashboard view that allows the end user to visualise what the end-product will look like before any physical move occurs:

- End-to-end Migration Support
- Applied business rules to model information
- Data dashboards make processing easier to handle and visualise
- Attribute filtering and detailed information allow for 'virtual migration'
- Robust, quality-controlled migration methodology
- Post migration implementation and change management
- Establish ongoing governance



Migration Mapping allows the end-user to visualise the data landscape before any files are moved

PART II – CASE STUDY

MIGRAPATH An Integrated Technology Approach to Information Management Challenges

THE CUSTOMER

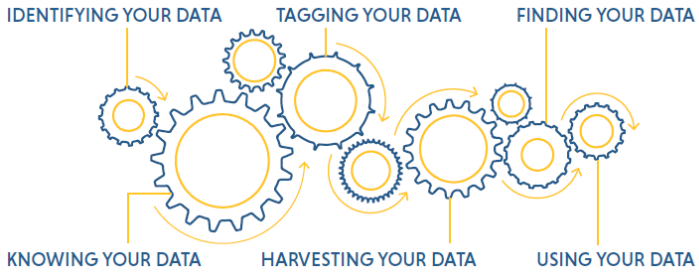
Our client is one of the world's largest independent oil and gas companies, employing over 1500 people worldwide with production bases in Europe and Asia.

THE CHALLENEGS

As a result of several significant business acquisitions in recent years, our client had inherited an information estate containing a mix of live and outdated information totalling over 320TB and in excess of 25 million files.

The business acquisitions and poor data management contributed to a high degree of duplication, inconsistent naming and structure, data overlap, data dispersal, a lack of control and a significant reduction in the ability to locate the right data in a timely manner. This lead to ambiguity, confusion and many inconsistencies. Staff found it difficult to locate the most up to date information often caused by uncontrolled migrations and a lack of overall data governance.

No estate level search functionality, common file structure or convention combined with a lack of detailed legacy knowledge further reduced the ability to locate valuable information. Our integrated approach to information management was required to resolve these challenging issues.



SWORD'S SOLUTION

We worked collaboratively with the client's Information Systems (IS) teams and business functions on a multiphase project utilising our proven methodologies, capabilities, and tools to deliver:

- High Level estate analysis and mapping
- A detailed functional classification and analysis to:
  - Identify direct and hot spot duplication
  - Identify PII that should be removed from the estate due to GDPR regulations
  - Identify ROT information for removal
  - Identify areas of potential material for archiving
  - Identify company critical records, prioritising regulatory records
  - Create a set of actionable recommendations to consolidate and migrate remaining data for functional owner approval

Out of 25+ million files, over 4.8 million duplicate, ROT, Archive and PII files were removed fromthe information estate

- Data visualisations demonstrating the extent of how the information is disseminated
- A set of activity roadmaps taking into account business priorities so as not to hinder key business activities

THE RESULTS

Working with the client, our integrated approach to information management has delivered:

- Over 4.8 million duplicate, ROT, Archive and PII files were removed from the information estate significantly reducing the time to locate and find the right information
- Data consolidated from multiple drives, decommissioning redundant drives, reducing infrastructure overheads, reducing ambiguity and increasing the ease with which staff can access data and information
- Company critical records migrated to SharePoint and stored appropriately to ensure internal and external compliance is supported

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For further information on this service and other digital transformational projects, please contact us:

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