



## Michael Elkins, Principal

### Profile



Michael has over 17 years of real-world experience helping companies around the world, both large and small, with the design and deployment of successful enterprise information management solutions. Prior to founding Kestral Group Michael has held a number of executive and consulting roles with Schlumberger, Convergent Group, and FileNet. Michael has successfully developed and implemented corporate information management strategies combining Knowledge Management, Enterprise Content Management, Records Management, Information Architecture and Enterprise Search technologies for global clients. He has a bachelor's degree in Computer Science from West Virginia University.

### Services

- Planning and Strategy
- Requirements Definition
- Solution Evaluation and Selection
- Deployment Project Management
- Information Architecture / Taxonomy Design
- Records Information Management & Compliance Programs
- Enterprise Content Management (ECM)
- Business Process Management (BPM) / Analytics
- Enterprise Search
- Knowledge Management (KM)

### Representative Engagement Experience

#### **An Oil & Gas Super Major Company**

- Developed Enterprise Information Architecture incorporating the company's existing records management program along with new metadata, multi-faceted classification and file plan taxonomy standards
- Developed strategic corporate functional design incorporating company standard ECM solution and Microsoft Office SharePoint Services (MOSS) collaboration standards
- Developed an enterprise information governance program to cover document and records management systems, including information architecture to ensure ongoing viability of the solution

#### **A Leading Oil Services and Business Consulting Company**

- Ongoing support on numerous client engagements related to information management and knowledge management strategies and deployments
- Trusted advisor to global ECM and KM initiatives

#### **A National Healthcare Organization**

- Strategic Advisor for Healthcare Operations ECM initiatives
- Process mapping of Healthcare Policy change management procedures

- Facilitated in-house information classification and categorization schema for Healthcare Operations organization

**A National Oil Company in Colombia**

- Enterprise Information Management Strategic Advisor
- Evaluated solution requirements and performed vendor evaluation, including recommendations for consolidation of ECM and BPM solutions
- Delivered enterprise corporate needs assessment for ECM and KM requirements and 5 year deployment plan
- Developed and implemented standard information classification and categorization structure for records and content management initiatives
- Guided the development of records retention program and content-based governance program to ensure compliance to corporate and international records management standards

**A Caribbean National Gas Company**

- Delivered needs assessment and oversight for the company's Electronic Document and Records Management (EDRMS) enterprise project
- Strategic Advisor for ECM, KM and RM strategies
- Performed Organization Change Management consulting including developing communications plans, management and end-user training, and feedback sessions with end-users to ensure smooth transition from old to new systems and processes

**A National Oil Company in the Middle East**

- Delivered a KM enterprise needs assessment and 3 year deployment plan incorporating Best Practice Capture, Skills Inventories and Communities of Practice knowledge systems

**Representative Papers and Presentations**

“SharePoint: Lessons Learned and a Few Insights,” November 2007. Presented to the Mile High Chapter of ARMA.

“White Paper: Five Pillars of Success for Enterprise Information Management”, October, 2006. Presented at the AIIM Rocky Mountain Chapter Meeting, December, 2006, Published numerous.

Elkins, Baudoin & Beetem: “Knowledge and Content Delivery for the Offline Worker”, Cutter Consortium Executive Update, Vol. 6, No. 17, 2005

“Enterprise Content Management and Knowledge Management Initiatives”, Presented at the FileNet UserNet Conference, October, 2003

**Systems Experience**

**Document and Records Management Software:** EMC Documentum, IBM FileNet, Microsoft, OpenText Livelink, Tower Software

**Education**

Bachelor of Science, Computer Science  
West Virginia University