



Information is our forté

# Consulting Services Profile

Cadence Group draws on more than 15 years of experience in library science, information architecture, and technology solutions to help clients deliver valuable information to people who need it the most.



**GSA** Contract Holder

## Benefits

- ▶ Gain compliance with best practices
- ▶ Increase operating efficiencies
- ▶ Lessen work flow disruptions
- ▶ Reduce risks of non-compliance
- ▶ Control costs
- ▶ Get the highest return from technology investments — across the enterprise

## Staffing

### Information Challenge

Even though most companies are flooded with information, not all have the expertise on hand to effectively organize and manage that information.

For example, you may need to set up a records center, implement a virtual library, or improve your content acquisition process. How can you get this expertise without hiring new resources or disrupting your work flow?

### Cadence Group Solution

Cadence Group has a long history of helping clients easily obtain and manage information tailored to specific needs — using its professional Consulting services.

Cadence Group's information professionals understand the best practices for and hold expertise in records management, knowledge management, library science, research, information architecture, and content management.

At Cadence Group, we do not resell or endorse any software products. Rather, we sift through an ever-growing pool of information resources and software solutions, identifying the most reliable sources and tools. This

## Consulting

enables us to provide objective and current information management (IM) consulting solutions tailored to fit your needs.

### Consulting Services

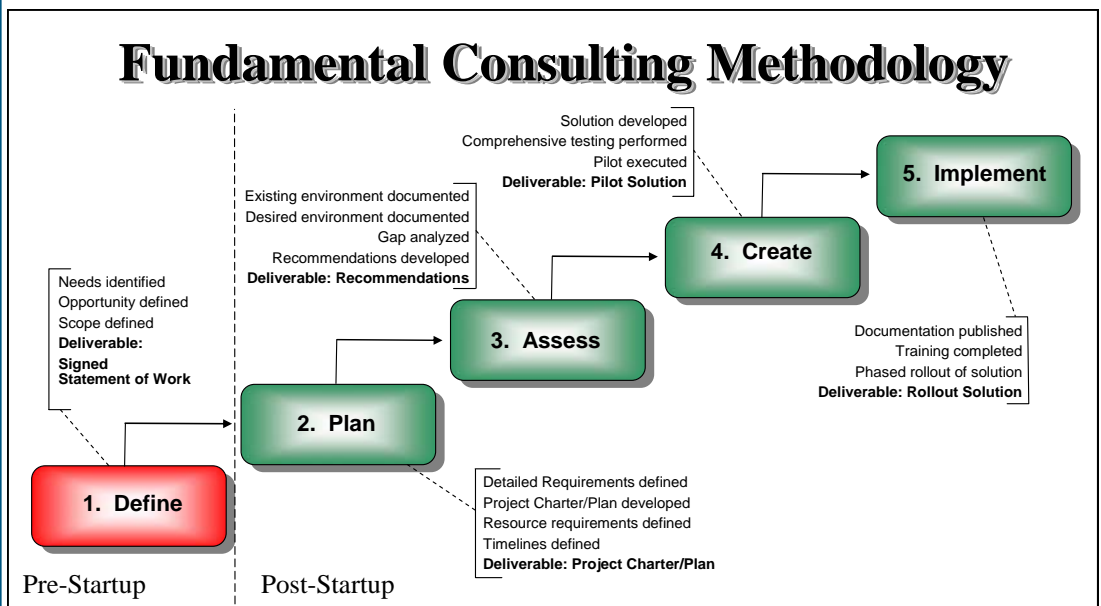
Consulting services are available in all Cadence Group practice areas. We help you define your IM needs, develop plans and recommendations, create tailored solutions, implement new processes and procedures, and train your users.

For all consulting assignments, Cadence Group uses a structured, five-phase consulting methodology consisting of Define, Plan, Assess, Create, and Implement.

- ▶ **Define:** (Pre-startup) Includes defining business needs, opportunity, and scope of the project.
- ▶ **Plan:** (Post-startup) Includes developing the detailed requirements, project plan, resource requirements, and timeline.
- ▶ **Assess:** Includes documenting the existing and desired environments, analyzing the gap between the two, and developing recommendations.

## Outsourcing

## Fundamental Consulting Methodology



(continued on back)

Cadence Group  
1095 Zonolite Road  
Suite 105  
Atlanta, Georgia  
30306  
404-874-0544  
404-874-0541 (Fax)  
www.cadence-group.com

To discuss your information management consulting needs, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info@cadence-group.com



- ▶ **Create:** Includes developing the solution, performing comprehensive testing, and executing a pilot program.
- ▶ **Implement:** Includes publishing documentation, completing training, and rolling out the solution in phases.

Our consultative approach begins with initial contact and continues through project definition, delivery, and closure. This base methodology is used during all Cadence Group efforts and is adjusted for each unique engagement during the initial needs identification and scope discovery.

### Benefits

Cadence Group objectively considers the broad implications of IM decisions, lessening disruptions to the work flow in other departments. In our recommendations, we look for ways to apply best practices to increase operating efficiencies, reduce risks, control costs, and leverage your technology investments — across the enterprise.

### Doing Business with Cadence Group

Cadence Group has more than 15 years' experience servicing a variety of clients including corporations, law firms, technology companies, libraries, health care organizations, and state and federal government agencies.

For each assignment, Cadence Group determines the service agreement that best fits your current information needs and budget — with updated assessments for future considerations.

Whether you need research, records management, taxonomy development, knowledge management, or the staff to run a virtual/physical library, Cadence Group offers the requisite Staffing, Consulting, and Outsourcing services to fill your needs.

- ▶ **Staffing** services help you quickly find qualified information specialists when you need them for as long as you need them — for temp, temp-to-hire, and direct-hire placements.
- ▶ **Consulting** services help you define your IM needs, develop custom solutions, and train users in new processes and systems.

▶ **Outsourcing** services provide a cost-effective way to run an IM business operation outside your core competencies. With outsourcing solutions, we take care of everything — management, staffing, and day-to-day operations — saving you as much as 30% on the cost of running many business operations.

▶ **Government Relations** — Cadence Group has the necessary government agreements to conduct business with the federal or local governments. This includes a five-year GSA schedule contract and registrations with PRO-Net and the Central Contractor Registration System of the Department of Defense.

▶ **Partnerships** — Cadence Group forms partnerships with software vendors, Internet Service Providers, and other IT companies. We help our partners integrate their technology solutions with our proven information and knowledge management services.

### For More Information

To discuss your IM consulting needs, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info@cadence-group.com.

### Cadence Group Practice Areas

#### Acquire

- ▶ Research
- ▶ On-demand Research
- ▶ Competitive Intelligence
- ▶ Content Acquisition
- ▶ Document Delivery

#### Organize

- ▶ Records Management
- ▶ Enterprise Content Management
- ▶ Taxonomy Development
- ▶ Virtual/Physical Libraries
- ▶ Knowledge Management
- ▶ Custom Application Solutions

#### Disseminate

- ▶ Web Content Architecture
- ▶ Web Content Management
- ▶ News and Content e-Summaries

**In-forté<sup>SM</sup>**, A virtual information center solution