

UNIVERSITI TEKNOLOGI MARA

**THE NEED OF ENTERPRISE CONTENT
MANAGEMENT SYSTEM (ECMS) IN
ORGANIZATION**

NOOR SHAKILA BINTI AHMAD.

Thesis submitted in partial fulfillment of the requirements
for the degree of

Master of Science (Information Technology)

Faculty of Computer & Mathematical Sciences

July 2014

ABSTRACT

The aim of this study is to find out the need of Enterprise Content Management System (ECMS) in organization. This research study also aims to find out the problems facing by organizations and potential benefits of ECMS to organizations after deploy ECMS. In this study, thirteen (13) respondents were participating. They were from case study organizations Sure Reach Records Management (SRRM) and Bank Muamalat Malaysia Berhad (BMMB) in four (4) different departments. The respondents have experience and knowledge in ECMS. They also currently involve in ECM Project in manage their contents. The methods used in this study are interview and questionnaire. From the analysis, the result show that the problems and potential benefits are the force factor or trigger to organizations needs ECMS. Organizations needs system to manage the contents and get the fully benefits from it. These research findings contribute to helps organization understand their needs and helps company to better understand benefits implement ECMS.

ACKNOWLEDGEMENT

I would like to express my deep gratitude to Encik Mohamad Norzamani Bin Sahroni, my IT Project Supervisor, for his kind patient guidance and useful critiques of this research work. I would also like to thank him for his advice and time in reviewing my research. The co-operation and support are much indeed appreciated.

My grateful thanks also go to the rest of MSc. Information Technology lectures who help me from first semester until final semester. I am also would like to thankful the respondent of this research study for giving their cooperation to answer the interview and survey questions. Without their cooperation, I will not be able to achieve the objective of the research. I am also would like to thank my friends and course mates especially those who gave me support and sharing knowledge in completing this IT Project report. I know that we all have gone through a challenging and difficult moments together, but yet we could finally complete our Thesis successfully. The whole semester really brought us together to appreciate the true value of friendship and respect of each other.

I would also like to extend my thanks to my General Manager Encik Wan Zaidon Wan Hasan, for always understand me in finish my research. Also thanks to him because he spend his precious time to share his experience in helping me to complete my research work. Special thanks should also be given to my dearest son, Muhammad Danish Daniel for being so cute and understanding when I have to leave him away while I'm doing my Master. Indeed, this temporary separation is for to being together forever in future. Finally, I wish to thank my parents for their support and encouragement throughout my study.

TABLE OF CONTENTS

	Page
STUDENT'S DECLARATION	i
ABSTRACT	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	iv
LIST OF TABLES	vii
LIST OF FIGURES	viii
CHAPTER ONE: INTRODUCTION	1
1.1 Research Background	1
1.2 Statement of Problem	4
1.3 Research Questions	5
1.4 Research Objectives	6
1.5 Scope of Study	6
1.6 Research Contribution/Significance of Research	6
1.7 Structure of the Thesis	7
CHAPTER TWO: LITERATURE REVIEW	8
2.1 Introduction	8
2.2 Definition Enterprise Content Management System	8
2.3 ECMS Architecture	9
2.3.1 Capture	10
2.3.2 Manage	11
2.3.3 Storage and Preservation	12
2.3.4 Deliver	13
2.4 Needs of Enterprise Content Management System (ECMS)	13
2.5 Benefits of ECMS	16
2.6 Case Study Standard Chartered Bank, Nepal	18

2.6.1	Solution	18
2.7	Conceptual Framework ECMS	19
CHAPTER THREE: METHODOLOGY		22
3.1	Introduction	22
3.2	Research Approach	22
3.3	Research Method	22
3.3.1	Interview	22
3.3.2	Phone Call	23
3.4	Research Tool	23
3.4.1	Questionnaire	23
3.5	Research Methodology	23
3.5.1	Preliminary Study	24
3.5.2	Data Collection	24
3.5.3	Data Analysis	25
3.5.4	Finding	25
3.5.5	Documentation	25
3.6	Research Diagram	25
3.7	Summary	26
CHAPTER FOUR: FINDING AND DISCUSSION		28
4.1	Introduction	28
4.2	Findings from the Interviews	29
4.2.1	Company Provider	29
4.2.2	Customer Using ECMS	35
4.3	Summary of Findings from Case BMMB & SRRM	41
4.4	Findings of the Surveys	43
4.4.1	Section A: General Information	43
4.4.2	Section B: ECMS Benefits	44
4.4.3	Section C: ECMS Adoption	50
4.5	Discussion	53
4.5.1	Motive for Adoption ECMS/ Needs of ECMS in Organization	53