



Information is our forté

Practice Area Profile

Cadence Group draws on more than 20 years of experience in library science, information architecture, and technology solutions to help clients get valuable information to people who need it the most.



GSA Contract Holder

Benefits

- ▶ Optimize your information assets
- ▶ Reduce costs associated with the reproduction of critical information
- ▶ Increase the return on your information management technology investment
- ▶ Improve staff productivity
- ▶ Create a more effective information sharing and collaborative environment

Acquire

Information Challenge

You may have “tons” of information buried within your company. If your staff can't find the information they need, they'll often re-create it, causing inconsistencies and unnecessary duplication of effort.

Maybe you have already invested in an intranet, portal, knowledgebase, or records management system, but users still struggle to get the information they need.

Cadence Group Solution

The information specialists at Cadence Group® can help you develop information management (IM) solutions that improve information capture, organization, and sharing.

Because we do not endorse or resell software products, we can develop a solution that best fits your needs while leveraging your existing technology.

When new technology solutions are needed, our system architects and information specialists work together to design and implement web and database applications.

To help you organize information for optimal search and retrieval, we provide:

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

Records Management

Our Records Management solutions organize and classify information in paper or electronic files for easy access and retrieval. Cadence Group determines the best way to organize and manage your information and storage space, creates classification and indexing systems, and converts paper-based records to electronic media.

In addition, we develop policies and procedures to control how information is created, identified, stored, accessed and eliminated, allowing for an efficient, space-saving method of records management.

Organize

Enterprise Content Management

Enterprise Content Management (ECM) is a framework for managing information assets across an organization and ties in many platforms and programs. Because Cadence Group does not resell or endorse any software products, we can identify the best tools and strategies for you, providing objective and comprehensive ECM solutions tailored to fit your needs.

We'll help you define your needs, revamp business processes to comply with best practices, shop for the best solutions, manage the implementation, develop new policies and procedures for ongoing business operations, and train users.

Taxonomy Development

By developing taxonomies and a corporate thesaurus, we help organize web content, databases, documents, and archival materials for better search and retrieval.

A corporate taxonomy is a hierarchical list of terms or content categories while a corporate thesaurus is a listing of preferred terms, phrases and terminology, as well as the relationships between those words and phrases, their variants, and synonyms. Together, they provide consistency to publishing, searching, and retrieving information regardless of the complexity of your content.

Cadence Group uses a proprietary taxonomy development methodology, the most current software tools, and years of experience in library sciences, information management, and technology for taxonomy and thesaurus development.

Virtual/Physical Libraries

Our library solutions encompass a range of functions — from placement of library staff under the direction of your library manager to the complete outsourcing of projects and library functions.

Disseminate

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

To learn how you can organize your information for easy access and retrieval, or learn about our other information management services, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info-cadence-group.com.



Services include library automation, reference and research, cataloging, abstracting and indexing, document delivery, training, and when needed, complete library management. Cadence Group helps you design, maintain, and make the most of your corporate library or information center.

To provide distributed information via your intranet, Cadence Group evaluates your patrons' information needs and creates a complete online information center solution, organizing and disseminating published information throughout your organization.

We train your patrons to use the online information center to efficiently obtain the content they need. As information is made available online, the physical collection is re-evaluated based on local usage and electronic availability, and then weeded to reduce physical space and maintenance costs.

Knowledge Management

Knowledge Management (KM) solutions facilitate decision-making processes and eliminate duplication of effort by improving information capture, organization, and sharing.

Our services range from high-level strategy development to categorizing and organizing information and reengineering business processes. Cadence Group's KM consultants and information specialists work with your management team to develop a KM strategy and solutions based on strategic business goals and information objectives.

Custom Application Solutions

Cadence Group designs databases for Web and desktop access and develops enterprise-wide applications. Using our web technology expertise in ASP, XML, JSP and PHP, Oracle, DB2, and SQL Server, we build dynamic web applications that organize and present your information to employees, clients, and partners for easy retrieval.

Doing Business with Cadence Group

Cadence Group has more than 20 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 information management needs, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info@cadence-group.com.