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Knowledge, Workflow and Electronic Document Management in SNRIU System. Fundamentals of Pre-Project Preparation

In a series of papers, it is planned to generalize experience gained during the development of administrative decisions in maintaining information policy of the enterprise, strategy of information infrastructure development, selection of hardware and software platform, preparation of the portal concept and preliminary design, planning and control of the main development stages, ensuring information security, trial operation, implementation and maintenance of continuous operation.

The paper objective is to examine legal and organization issues in pre-project preparation of the knowledge portal, workflow and electronic document management system, develop procedures for assessing expediency (advantages, risks), possibilities and preparedness of the knowledge portal, formation of the project team.

Keywords: information policy, enterprise content management, knowledge management, knowledge portal, electronic document management system (EDMS), enterprise information infrastructure, information security, portal platform, portal concept, planning the development of portal solutions.