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OUTLOOK**

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Effectively Managing The Document Life Cycle

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During today's protracted economic recession, pressure to reduce expenses and leverage spending continues at an unprecedented rate. The marketplace is full of independent management firms for on-premise service execution and off-premise production printing, mailing, destruction and storage needs. For years, these two primary service tracts of the document life cycle rarely crossed paths, thus creating excess spend and waste associated with the creation/printing, management, storage and destruction of documents. Succinctly, the document lifecycle has been saturated with overlapping spend and enormous soft costs associated with the end-to-end management of documents.

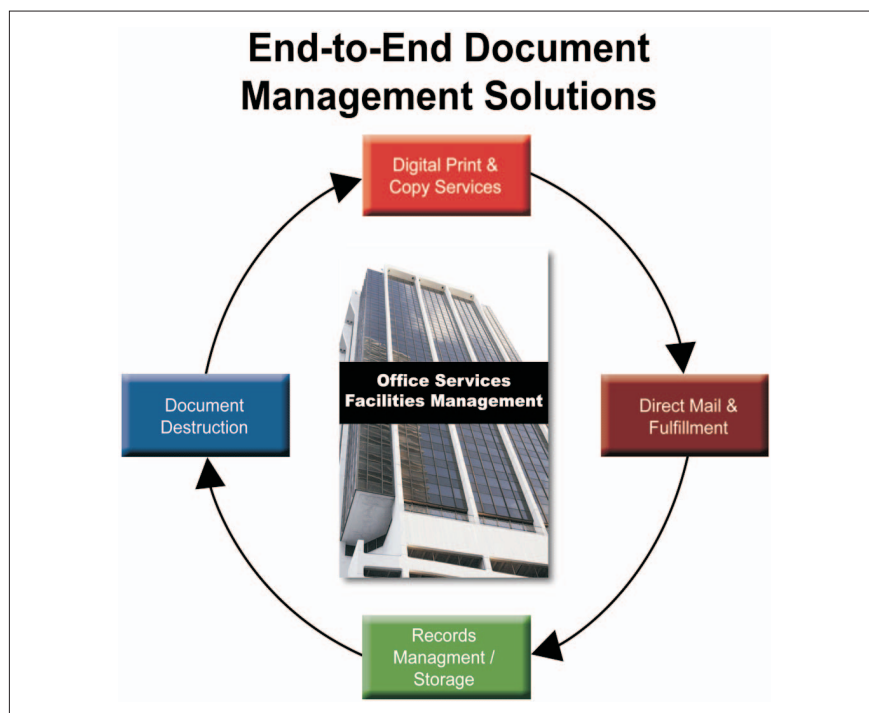
As we modernize the document life cycle, the need to integrate the entire process from creation through destruction, as well as managing the on-premise services, will aid companies with increased productivity and savings. For example, a few of these common integrations currently being experienced in the marketplace include the bundling of document storage and destruction consolidating under one service provider. What launched as two very distinct service offerings has since migrated to a

natural, blended solution offered by many single-source providers.

The Future Model

Shifting the paradigm from a segregated front end creation process, and the backend management process, is the next major market strategy. Over the

past twenty-four months, The Millennium Group (TMG) has strategically built an end-to-end solution to pioneer the first comprehensive "Cradle to Grave" solution for managing the modern document lifecycle. Combining national strategic document factories, along with proven professional on-site



managed solutions, TMG is leading the market by shifting a multisource requirement to a single source solution.

The Millennium Group's long-term strategic plan will be to assist companies with every aspect of their corporate documents. Pioneered around an industry-tested outsourced model of progressive management, combined with tailored service solutions, companies are trending towards professional management outsource providers for greater service offerings, expertise and savings. The illustration on the preceding page demonstrates TMG's competence in all aspects of the document lifecycle, and how

this model is critical to the successful management of corporate communications. Understanding all aspects of design through creating, management and destruction will allow a firm like TMG to deliver greater value and immediate efficiencies.

There are also many value-added advantages that this strategy will deliver: 1) the deployment of onsite expertise associated with this end-to-end strategy will allow firms to fully coordinate all associated logistics and production needs in a rapid pace, on-demand environment; 2) vendor reduction, which will realize productivity gains associated with vendor



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management resulting in an accelerated delivery of communications and products to the market; 3) a full team of experts in every operating discipline working for one common goal; 4) full comprehensive web solutions for every major service discipline that will assist with overall performance management and governance.

Through the years, many industry metrics have highlighted the cost to create, manage, store and destroy documents. TMG's single source platform is expected to reduce these expenditures by 35% on every document created, managed, stored, and destroyed when utilizing this integrated solution. On average, the typical corporate employee receives and/or handles 7-9 pieces of material daily, whether it is mail, parcels, internal documents or collateral material. You can imagine the direct results single sourcing your corporate document strategy will deliver when integrating an enterprise-wide platform with web-based tools.

To survive during this economic recession, companies are forced to reevaluate and streamline operations in order to be fiscally responsible. Organizations need to look beyond the mail center and print department to understand the true cost associated with creating and managing documents. Third-party document creation such as one-to-one marketing products, statements and promotional material should also be evaluated in this end-to-end assessment.

By optimizing document management to a single source provider, businesses are not only taking a vital step to defragmenting their collective outsourcing engagement, but the decision will provide a competitive advantage in the marketplace by reducing operating costs. Under this model, full integration of document management will allow firms the ability of knowing and managing their "end-to-end" costs for all of their mail and corporate communications.

To learn more about The Millennium Group, call 888-703-7030.