Appendix E: Functional Requirements: Digital Asset Management

Digital Asset Management technology refers to the storage, retrieval, and distribution of digital assets (files), such as audio, video, and still-image files in a centralized and systematically organized system, allowing for the quick and efficient access and reuse of the digital files that are essential to the entire organization. Digital Asset Management also typically provides capabilities for rights management.

GENERAL QUESTIONS *(If possible, please limit responses to one page or less.)*

A. Briefly describe your system's capabilities for tracking and distributing audio and video content.

B. Describe you company's/product's capability to provide platform independent digital asset management in a multiple format/multiple application environment.

C. Describe your ability to maintain document integrity and transferability of digital assets regardless of format and across varied applications.

D. Discuss the capabilities of your company's product/solution to support interactive digital assets. Please include a discussion of your product/solution's capability to support varied applications while maintaining system integrity/security.

E. List the variety of video streaming formats supported.

F. Describe your implementation of "versioning" of static assets with varying content or image quality.

G. Describe your implementation of "versioning" of video assets with varying content or image quality.

H. What features/benefits set your products/services apart from your competitors in the area of digital asset management? Provide specific examples and explain why your solution is the "right" solution for the California AOC, Courts of Appeal and Supreme Court.

DETAILED REQUIREMENTS

Response Key:

1	Item is "Out Of Box"- indicate module
2	Item will be included in future release - specify version and date
3	Item addressed by 3rd party integration- specify partner
4	Item requires customized code to be written- estimate level of effort and cost
5	Item not addressed by solution

E1. Cataloguing, Management and Delivery

ITEM	REQUIREMENT	RESPONSE	COMMENTS
E1.1	System shall support all standard content management capabilities for digital assets, including version control, check-in/check-out, audit trails, revision history, indexing and profiling, etc.		
E1.2	System shall provide the ability to control permissions to digital content.		
E1.3	System shall enable the usage environment to honor the rights associated with the content. For example, if the user only has the right to view the content then printing or copying will not be allowed.		
E1.4	Digital asset management component shall integrate seamlessly with other key modules of the ECM solution, including document management, web content management and learning content management.		
E1.5	System shall store and catalog all audio, video and image files.		
E1.6	System shall support all common video formats including MPEG, AVI, QuickTime, Windows Media WAV and MP3.		
E1.7	System shall integrate with streaming servers, including Playstream.		
E1.8	System shall provide the ability to store multiple renditions of video to accommodate varying bandwidth and		

ITEM	REQUIREMENT	RESPONSE	COMMENTS
	size requirements.		
E1.9	System shall provide a simple mechanism for import of assets, such as drag and drop.		
E1.10	System shall support relationships between documents, video, audio and image files.		
E1.11	System shall provide a mechanism for preview of images and documents		
E1.12	System shall support translation of images to various file formats including psg, jpg, gif, bmp, png, and tiff.		
E1.13	System shall support translation of audio and video to various delivery formats including MP3, Quicktime, Windows Media, etc.		
E1.14	System shall support storage of unlimited image renditions for quick reuse of any format or size.		
E1.15	System shall support compression of images to usable sizes.		
E1.16	System shall support compression of audio and video files to usable sizes.		
E1.17	System shall support a "shopping cart" folder to enable users to gather a group of files for download en masse.		
E1.18	System shall provide activity logging for administrative monitoring of downloads by users.		
E1.19	System shall provide the ability to stream digital media files to remote locations throughout the state of CA		
E1.20	System shall provide a mechanism for mass uploads of scanned material (for archiving per legal requirements for Appellate Court cases)		
E1.21	System shall support storage of 3D files, such as CAD		
E1.22	System shall provide tools to manage PowerPoint presentations and assemble new presentations from a slide repository.		
E1.23	System shall integrate with the AOC standard audio/video editing software, Adobe Premiere Pro.		

ITEM	REQUIREMENT	RESPONSE	COMMENTS
E1.24	System shall provide auto-archiving capability per pre-defined business rules.		
E1.25	System shall support tagging and management of multi-media files as learning objects, and meet correlating requirements for learning content management as reflected in Appendix E		

END OF APPENDIX