Information Management Scoping

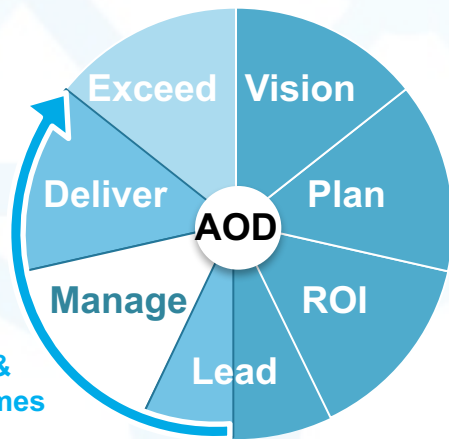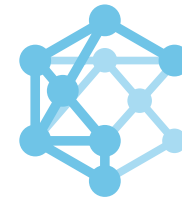**Outcome Delivery Network**

Sharing the tools our team use successfully to enhance Clients' information management and governance capabilities…….how we suggest adoption of best practice IM will secure real value from your organisation's knowledge and skills

2. **Deliver Projects & Programmes Smarter**

Assured Outcome Delivery

Managing Information

What sort of Information Management do you need?

- A Two Stage Document and Records Management Workshop

# Defining Documents and Records Strategy 1 – What?

- Define the Principles you wish to apply to your information
  - Clear, concise, few in number, related to a specific capability that the strategy (or technology introduced by the strategy) will allow
- Define the type of information to be covered
  - Unstructured – documents, files, etc. – hard copy and electronic
  - Structured – Databases, data for application-based information etc
- Define the Business Objectives they support
  - Relate the strategy to clearly defined Business goals
- Define the Policies implied by the Principles
  - What has to be mandated to allow the principles and business objectives to be achieved
  - Define whether Mandatory, Advisory, Guidance, Process
  - Technologically governed/controlled or business managed
- Define the Business Processes affected
  - What has to change in the way people, behave, operate and deliver

Defining Documents and Records Strategy 2 – How?

- Define the methodology to be applied across the organisation to implement
  - Project methodology
  - Rollout style

- Define the benefits and how they will be measured
  - What is delivered at the end of the Project
  - How do you define success
  - How will benefits be captured (end if financial - realised in cash)

- Define the timelines and ongoing review processes
  - When is the Strategy up for renewal/review

- Define the role of Technology
  - Technology as an end result
  - Technology as a vehicle for change
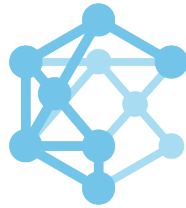
Outcome
Delivery
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Need advice on IM strategy?

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