



About the Health Check

The Information Management Health Check is targeted at organisations like yours with an existing or planned programme of document management and workflow implementation, seeking to bridge the gap between where you currently stand in terms of document and records management, and where there is a need to look at the wider aspects of Information Management strategy.

It seeks to address the questions:

- What impact does Freedom of Information, Data Protection, Transformational Government and other initiatives have on the way you currently operate?
- What are the external standards, policies and procedures we need to take account of? For example do we need to implement business classification schemes, and if so where: do we need a Records Management function, of what scale and where located: etc.
- Do we have the appropriate internal policies, strategies and solutions in place to meet our obligations?
- Assuming we do not, then how do we determine our priorities: what are our most pressing needs?
- What is the scale of the challenge: people, costs, volumes, existing infrastructure and timescales?
- How do we achieve compliance in a cost effective manner, without prejudicing our existing operations: what tactical plans are required?
- How should we build and operate a team to move us forward? What are the roles of IT, User Departments, e-Business Managers and similar?

Scope

The health check is a packaged solution, built upon our experience of conducting detailed bespoke analyses in many public sector organisations including Central Government Departments and Agencies, UK and Scottish Parliaments, Police Authorities, Local Authorities and Housing Associations.

The aim is to provide you with a low fixed-cost preliminary assessment of your needs. This is based upon an intensive on-site survey of your organisation, conducted in a one-week timeframe, followed by documenting of key findings:

- Monday am: introductions and goals setting
- Monday pm: workshop for key staff – the implications of moving from document management to records management, and issues arising
- Tuesday: floorwalk, assessing current filing systems, volumes and characteristics
- Wednesday and Thursday: meetings with key stakeholders: systems, challenges and opportunities
- Friday: conclude analysis, summary and debriefing with key personnel.

The final report is then prepared and delivered by the end of the following week.

Outcome

The deliverable from the study is a feasibility report which will enable you to assess the potential costs, benefits, timescales and implications of achieving compliance. It will provide you with the foundation for taking the project forward through to conclusion.

The Health Check can be customised to suit your precise needs, if required, over a shorter or longer period.

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