


Project: EDRM Implementation (SNC & CDC)

Status

Project	Workstream			
EDRM Implementation (SNC & CDC)  <i>On Track</i>	Taxonomy and storage conventions  <i>On Track</i>	Backscanning  <i>Not Started</i>	Scanning on entry processes  <i>Not Started</i>	Staff and Member Training  <i>Not Started</i>

Summary Information

General	
Project Name	EDRM Implementation (SNC & CDC)
Report Date	24/09/2013
Updated Date	19/09/2013
Description	This project will take delivery of a corporate EDRM Architecture provided for both councils as part of the ICT Harmonisation Project and use it to implement a culture and practice of storing, retrieving, using and disposing of electronically held and rendered documents and information in place of paper. This culture and practice will be security aware, with users adopting safe working practices that protect the data they are using from those who have no right to it, but with an open attitude to making information freely available directly to those who have a right of access. The culture will also be one which recognises information and data as a corporate asset and adopts and adheres to corporate naming conventions, taxonomy and storage rules that protects its value. It also supports the green/environmental agenda through a signification reduction in paper usage.
Commentary	<p>The early deliverables of this project are being developed in tandem with the architecture being designed in the ICT Harmonisation Project. These include the agreed taxonomy and naming conventions that both councils will use, and other storage-related decisions and models that will inform the final architecture.</p> <p>There will then be a staggered delivery of back-scanning, and scanning on entry which recognises time-critical requirements in SNC arising from its planned relocation in early 2015. Some of this will be delivered through the "Paper Light" workstream of the SNC Organisational Change and Relocation project.</p> <p>The delivery of "scanning on entry" will be delivered in tandem - or directly from - the project delivering shared, corporate print post and scanning.</p>
Status	 <i>On Track</i>

Project Roles

1 Sponsor (Member)	Councillor McCord Councillor Turner
2 Sponsor (Officer)	Jo Pitman