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Toolkits for Information Governance & Information Management


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Self assessment toolkits



- measure records & information management
 - capacity
 - compliance
 - readiness
- assess information governance

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The toolkits



- **IGT (Information Governance Toolkit)**
 - NHS - information management governance
- **IMCC (Information Management Capacity Check)**
 - Library and Archives Canada - IM capabilities of Canadian federal organisations
- **RMCAS (Records Management Capacity Assessment System)**
 - IRMT - RIM capacity in the public sector
- **RiskProfiler**
 - ARMA International and NetDiligence - RIM for compliance


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Toolkit evaluation criteria

- ✓ provenance
- ✓ audience
- ✓ coverage
- ✓ content based on legislation / standards / good practice
- ✓ process / format
- ✓ resource requirements for use
- ✓ accessibility/compatibility
- ✓ usability
- ✓ evaluation approach

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Case examples



- IGT
 - Acute Trust (UK), 1500 staff, IG manager
- IMCC
 - National Library & Archive (Canada), 1200 staff, consultant
- RMCAS
 - Bank (Africa), 300 staff, consultant
- RiskProfiler
 - Government department (Holland), 4000 staff, information manager

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Case examples



- IGT
 - third annual mandatory assessment
- IMCC
 - pre-merger status of IM; post-merger desired status
- RMCAS
 - preliminary quick RM assessment
- RiskProfiler
 - voluntary pilot to share experience with a professional group; quick compliance assessment (ISO 15489)

Coverage

IGT

- IG management; RM (health records); FoI; data protection; confidentiality; data quality; information security; NHS NPfIT

IMCC

- Organizational context; organizational capabilities; management of IM; compliance & quality; records & information lifecycle; user perspective

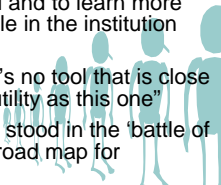
RMCAS

- RM law, policies, procedures; ICT/RM integration; resources & training; RM programme management; awareness & ownership; Business function/RM integration

RiskProfiler

- Policies & procedures; program structure; classification plan effectiveness; records security & protection; active program effectiveness; inactive program effectiveness; monitoring & training

User experiences

- "effective way of focusing the Trust across the range of IG requirements including RM"
 - "it was a great tool to bring people together to discuss issues of IM and to learn more about what other people in the institution do"
 - "as far as I know there's no tool that is close to providing as much utility as this one"
 - "overview of where we stood in the 'battle of compliance'; "kind of road map for improvement"
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Strengths

- + covers the full range of IG in an integrated, holistic way
- + holistic view & whole of IM, linked IM to organisation's business
- + basic results in graphic form essential in communicating results immediately
- + focus on information management

Value & benefits

- assessment
 - measure of compliance &/or capacity
 - benchmark against standards/others
 - identify strengths/weaknesses
- different purposes &/or levels of use
 - 'quick & dirty' vs detailed
- working with others
 - raise awareness, communicate, build partnerships

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