

Cabinet Office Information Management Action Plan 2016-2017

Outcome	Objective	Actions	Timeline
<p>An improved information management culture</p>	<p>Create the conditions and the environment within which greater knowledge sharing can be encouraged, reducing duplication and wasted effort and avoiding the repetition of mistakes.</p>	<p>Establish strong peer level leadership through community of practice: Information Management Leaders and Library Managers</p> <p>Embed standards and expectations through staff communications and refreshed training offer for Google users.</p> <p>Maintain performance management of business units and report outcomes bi-annually to ExCo.</p> <p>Develop test models jointly with the policy and PPM professions for establishing learning and knowledge sharing before, during and after initiatives, projects, reviews, etc.</p>	<p>Established in 2015-16. Maintain.</p> <p>Established in 2015-16. Under review for re-launch in 2016-17</p> <p>Report to ExCo in October 2016 and at 6 monthly intervals</p> <p>Develop a proposal for discussion by Q4 of 2016-17</p>
<p>Our systems and processes support our statutory obligations</p>	<p>Create in the department a means of capturing, evaluating, sharing, and accessing information effectively</p>	<p>Embed the standard departmental approach to record management, measure performance and report to ExCo.</p> <p>Develop and deliver a procedure for archiving, reviewing and publication of electronic records under the 20 year rule.</p> <p>Implement policies & procedures for working with private offices to ensure the right records are kept</p>	<p>Under review for re-launch in 2016-17</p> <p>Operational by Q3 of 2016-17</p> <p>Operational by Q3 of 2016-17</p>
<p>Technology tools are fit for purpose and facilitate and support further transformation</p>	<p>Identify, develop and deliver records and information management tools that support a culture change and efficient working</p>	<p>Complete delivery of electronic document and records management tools for handling material classified as OFFICIAL and higher</p> <p>Identify improved means for capturing important emails in the record</p>	<p>Deliver AODocs by end March 2016. Support delivery of FABRIC by April 2016. Support delivery of higher classification systems.</p> <p>Pilot a range of tools and approaches with a view to scaling up pilots across 2016-17</p>