TUTORIAL EXERCISE – WEEK 11

Design and Implementation of a Recordkeeping System
Relates to Week 11 & 12 topic

There is no E-task for this tutorial.

Reading relating to this tutorial:
State Records NSW - DIRKS manual 2003 – Step F

For discussion in tutorial

You are going to implement a new Electronic Document and Records Management System in your organisation. Clearly a staff training program will be necessary to enable effective system implementation.

DIRKS Step F will involve you developing a training strategy that allows you to achieve this objective.

Your training program will cover the following components:
1. Briefing of all staff in the benefits of good recordkeeping and how it affects their jobs.
2. System training in how to use the new technology.

What would be the key elements of your training strategy?