IMS 5047 – MANAGING BUSINESS RECORDS

Assignment 2 - Due 08 October 2004 – 35%  (for all students)

Organisational and functional analysis – group project

**TASK**
Do an organisational and functional analysis of an organisation of your choice, and identify some of the recordkeeping framework requirements and potential issues.

This is based on weeks 2-5 lectures and reading. It is a group project. Class presentations will be done on Friday 8\textsuperscript{th} October.

**STEPS**

1. **Form a project group**
Minimum of 3 participants. No more than 5. Preferably mix on-campus and DE students within your group.
Assign responsibilities within the group:
   - One to be project group leader – to coordinate people, the research and the outcome.
   - One to be the person that does the presentation to class.
   - One to be the person with ultimate responsibility for the written paper.
   - All are to contribute to the research and paper.
   - The 4\textsuperscript{th} or 5\textsuperscript{th} person will be those responsible for answering questions arising from the presentations in class.

   If you have difficulty forming a group, I can do this for you.

2. **Choose a case study organisation.**
This can be one you are already familiar with, such as Monash University or the one you chose for Email Task No 2.
It is best to choose one with an informative website and one that interests you. It can be an organisation you work for, or have worked for in the past. It must be a real organisation.

3. **Project Task**
   3.1 Do an organisational analysis of your case study organisation.

   See the questions you might ask in Week 3 lecture notes and reading. Eg. What is the regulatory environment? What is the accountability framework? What is the business and political context? What are the community/stakeholder expectations? What do you think might be the business imperatives for this organisation? Etc etc

   3.2 Do a functional analysis of your case study organisation.

   See the questions you might ask in Week 4 lecture notes and reading.

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You will probably not get enough information to get down to the transactional level, but you should be able to identify or guess at least 2-3 levels of functions and activities.

Present the functional analysis as a Business Classification Scheme (a table with at least 3 levels of classification)

3.3 What organisation governs its recordkeeping and archival practices? What would be the nature of that relationship? (eg. roles, responsibilities, reporting)

3.4 Identify some of the key records you would expect to find in your case study organisation – based on its functions.

3.5 Identify what you think might be priority areas for recordkeeping in your case study organisation and why – eg. compliance, risk of litigation, business drivers.

4. Assignment Report – to be submitted in the usual way with a Group Assignment Cover Sheet
Prepare a report containing at least:
• A front page identifying your case study organisation’s name, and your project team.
• An overview page describing your case study organisation.
• A section containing the organisational analysis.
• A section containing the functional analysis –this will be your Business Classification Scheme – and you can include explanatory notes or other descriptions if you like.
• A section containing information on its recordkeeping and archiving governance.
• A section containing an evaluation or list of what you think might be the key records of the organisation.
• A section identifying the priority areas for recordkeeping and why.
• References you have used to guide your analysis.

5. Assignment Presentation (class only)
Prepare a presentation for class summarising your case study and showing your Business Classification Scheme :
• 15 minutes in length
• It can be an verbal summary with or without handouts
• It can be a powerpoint presentation or overhead transparencies

If an OCL group does not have an on-campus team member, then you will not need to do this part.

HINTS
Look at Lecture notes for Weeks 2-5; AS ISO 15489, parts 1 & 2; DIRKS Manual.

WORD LIMIT
There is no word limit on this assignment. However I expect all components of the task to be done (see instruction 3 above) and presented in the report (instruction 4 above). This should be at least 3000 words.