IMS 5047 – MANAGING BUSINESS RECORDS

Email Task 2 – Due 13 August 2004

Organisational Analysis – relates to Weeks 3-5 topics.

RELATED READING:
Look at DIRKS, Step A.
Look at AS ISO 15489.1, Section 4.

FOR THE TUTORIAL
In Week 3 we asked “What do we need to know about an organisation’s business context”. To answer this the list of questions below is a good starting point.

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FOR THE EMAIL TASK
Choose a case study organization of your own. It can be one where you have worked, one which has lots of information on a public website. As we are hoping to have a guest presenter later in the semester from CSIRO, you could look at that organisation

Research your organization and the environment in which it operates by answering the same questions about your case study.
Submit your research to the group by email by 13 August 2004.

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Questions about an organization and the environment in which it operates

1. What sector does the organisation operate in (private, public)?
2. What industry sector is it part of?
3. Where is it located?
4. What is its structure and does it have subsidiary entities?
5. What products and/or services does it produce?
6. Who are its customers, clients, stakeholders?
7. Does it have competitors? Who are they?
8. What does the wider community expect of an organisation such as this?
9. What are its core functions?
10. Can you identify its core goals and strategies?
11. Which organisation governs its recordkeeping practices, and under what Act?
12. What other legislation, codes or standards might affect Monash University’s operations - at an operational level?

Additional questions:
12. Where would you find all or most of the above information?
13. Are those sources of information also “records”? 
14. Why?