TUTORIAL EXERCISE – WEEK 12

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


For discussion in tutorial

AS ISO 15489 and the DIRKS model both mention risk assessment throughout.

You are developing a strategy and business case to acquire and implement a new Electronic Document and Records Management System across your organisation. You will need to identify risks, the potential impact of those risks, and how the organisation can plan to minimise or eradicate those risks.

Example:
RISK: the choice of systems/software might be one that users do not like.
IMPACT: Users will not use the system. Take up is poor. Benefits are not achieved.
RISK MITIGATION: Involve a good cross-section of users in the product/software selection process.

Questions for discussion.
1. What are the risks of acquiring and implementing this EDRMS?
2. What is the possible impact of each of these risks?
3. What plans or tactics will you put in place to minimise or eradicate those risks.

Consider also:
4. What are the risks of NOT acquiring and implementing such a system?