UNIDOC PROJECT UPDATE

May 2013

Project update

The new Policy website, the successful deliverable of phase one of the UniDoc project, continues to improve following the ongoing and valuable feedback of users.

Planning and scoping for phase two of the project (delivery of the Electronic Document and Records Management System) was initiated in May. Key documentation including the communications strategy and plan were drafted, and the initial plan completed.

A new Project Manager, Anthony (Tony) Davis, joined the project in May. Information Technology Services would like to welcome Tony.

Project overview

The ANU Enterprise Environment does not utilise a centralised information repository that is aligned with the information management recommendations of the National Archives of Australia. This has resulted in inefficiencies in the electronic management of University records, an inability to efficiently search for electronic documents and decreased compliance with relevant information management legislative requirements. The UniDoc project will address these issues by providing a centralised information management environment that will improve information management efficiency, improve the end user document search capability and reduce corporate risk through greater compliance with relevant legislative requirements. The UniDoc project also aligns with the Commonwealth government’s Digital Transition Policy which aims to adopt digital record keeping for efficiency purposes, with the majority of records created, stored and managed digitally in the future.

Communication channels

(at varying times throughout project):

- Project webpages
- Face-to-face meetings, including CIO Quarterly updates
- IT Project Roadshows
- Information Technology Services website feature box
- Current student and/or staff website feature box
- The Link ITS newsletter
- ANU Billboard
- ANU Library Infoscreens
- ANU student residence Infoscreens
- ISIS login screen message
- Wattle login page
- A3 posters
- A5 flyers
- ANU and Library Facebook, Yammer and Twitter

itservices.anu.edu.au/projects/updates/unidoc

Project liaison: Dominy Evans and Tony Davis
Communication support and artwork: Cathie Gough, Hayley Calderwood and Byron Carr