UNIDOC PROJECT UPDATE

July 2013

Project update
Improvements to the new Policy website are continuing following its launch on 27 March. These include expanded search function, improved document conversions from Word to HTML and PDF, and improved printing and downloading document functions. Further improvements will include a Policy toolkit—containing revised Policy framework, guidelines for system administrators and writers of policy, and revised templates—these will be available on the website soon.

During July, Team Informatics (an Oracle Global partner) was selected as the implementation partner for delivery of Phase 2. Team Informatics were chosen for their success in delivering records management solutions for eight other universities, and many government departments across Australia and the US. Team Informatics will be formally engaged in early August.

The University Records team is continuing to diligently compile responses from areas across ANU from the recent records information audit. This activity is due to finish in late August.

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):
> IT Project Roadshow
> Project webpages
> Face-to-face meetings, including CIO Quarterly updates
> 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: John Parry and Tony Davis
Communication support and artwork: Cathie Gough, Hayley Calderwood and Byron Carr