UniDoc project communication overview
December 2012

Overview of project

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.

Where is the project up to?

The UniDoc project is currently finalising the engagement of the Records Information Management Strategy (RIMS) vendor to develop a comprehensive Information Management Strategy to facilitate the deployment of Unidoc. The project will be commencing the deployment of staff training in the first week of December.

Whats happening next?

In addition to the commencement of staff training, the conversion of existing ANU Policies, Procedures and Guidelines will be commencing in the first week of December. Once the conversion is complete, functional and user acceptance testing will commence.

Communication channels
(at varying times throughout project):

- Project webpages (see below)
- 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/Library newsletter — May and November editions
- 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

For further information:

The most up-to-date details on the UniDoc project are on the project webpages: itservices.anu.edu.au/project-updates

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