Where is the project up to?

In February 2013, the UniDoc project engaged an external company, Enterprise Knowledge, to deliver a Records Information Management Strategy (RIMS), which will be part of a comprehensive suite of documents to assist with the gathering of business requirements for a new Electronic Document Records Management System (EDRMS) for ANU. These requirements will be the basis of phase two of the UniDoc project.

Also in February, critical infrastructure was delivered to allow the new policy document functionality to be provided for ongoing testing in the development test environments. The policy, procedure, guideline and forms templates have been reconfigured for the new environment.

RIMS workshops commenced in March with key administration staff from across the campus providing valuable information and feedback to the process. A walkthrough session of the new website was provided with ANU policy document owners from the Policy Action Group (PAG).

What's happening next?

The ANU Policy webpage will be launched as a new website, with a number of subtle changes. Phase one of the UniDoc Policy project will be complete following the planned ‘go live’ date of 27 March 2013. The page will feature the following visible changes:

- Headings within policies for improved structure
- General information pertaining to file numbers and dates usually found at the top of a policy will be moved to the bottom of the page

The background functional benefits include:

- Improved search capability
- Improved quality of data
- Policies, procedures, guidelines and forms will be formally governed by records management rules

The UniDoc project webpage will be updated with the new key project milestones schedule.

Communication channels

(at varying times throughout project):

- 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/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

Further information

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

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