UniDoc project communication overview

April 2013

Where is the project up to?

The completion of phase one was an important milestone for the UniDoc project as it has put in place the technical foundation from which to launch phase two.

The ANU Policy website was the first test group to move in to the university-wide Electronic Document & Records Management System (EDRMS) and the UniDoc project team has received valuable comments and feedback following the launch of the site on 27 March. The feedback and comments received have assisted in the development of a Frequently Asked Questions (FAQ) list. The FAQ’s are available on the ANU Policy website at policies.anu.edu.au

What’s happening next?

The information gathering workshops held during March formed the basis of the Records & Information Management Strategy (RIMS) development. The RIMS will inform the design and configuration of the EDRMS and ensures that an EDRMS will meet the operational and strategic aims of the University. The project team, along with staff from key areas, will determine the file structure of the EDRMS and define ‘what is a record?’. Detailed scoping for phase two has commenced and details will be published as they are available.

There will be no further visible changes for users until later in the year, with much of the activity happening behind the scenes. In the meantime, please continue to provide feedback and comments on the ANU Policy website or visit UniDoc project webpage at itservices.anu.edu.au/projects/updates/unidoc

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.

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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