Developing a changing records culture

Original Citation


This version is available at http://eprints.hud.ac.uk/9458/

The University Repository is a digital collection of the research output of the University, available on Open Access. Copyright and Moral Rights for the items on this site are retained by the individual author and/or other copyright owners. Users may access full items free of charge; copies of full text items generally can be reproduced, displayed or performed and given to third parties in any format or medium for personal research or study, educational or not-for-profit purposes without prior permission or charge, provided:

- The authors, title and full bibliographic details is credited in any copy;
- A hyperlink and/or URL is included for the original metadata page; and
- The content is not changed in any way.

For more information, including our policy and submission procedure, please contact the Repository Team at: E.mailbox@hud.ac.uk.

http://eprints.hud.ac.uk/
Developing a changing records culture
M Sarah Wickham
University Records Manager

Overview
• Implementation & change management
• Helpful models & guidance
• Putting the theory into practice

John Kotter
A force for change: how leadership differs from management (1990)
• Establish a sense of urgency
• Form a powerful guiding coalition
• Develop a clear vision
• Share the vision
• Empower others to act on the vision
• Secure quick wins
• Consolidate and keep moving
• Anchor the new approaches

Rosabeth May Kanter
The change masters – corporate entrepreneurs at work (1984)
1. Loss of control.
2. Excessive personal anxiety.
3. Avoid surprises.
4. The “difference effect”.
5. Loss of face.
6. Concerns about competence.
7. Ripples/chaos effect.
8. More work.
10. Real threats.

Simmons & Dickinson
Readiness for change matrix

JISCinfoNet
Implementing an EDRMS toolkit at http://www.jiscinfonet.ac.uk/InfoKits/edrm
1. Positioning.
2. Project management.
3. Information gathering & analysis.
4. Feasibility study/options review.
5. Making the business case.
6. Defining the statement of requirements.
7. Procuring the solution.
8. Managing the implementation
9. Measuring the results.

EDRMS project: phases directly affecting end users
• Planning
• Laying the foundations
• Piloting
• Rolling out
• Embedding

s.wickham@hud.ac.uk
☎ 01484 473 935