Educating tomorrow's professionals

Information matters

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University Records Manager
• Helps us to do our jobs better and saves time.
• Protects individuals and the University.
• Reduces costs, including storage space.
Electronic Document & Records Management Systems

- Help share and distribute information across departmental boundaries.
- Promote quality of information.
- Reduce storage requirements.
The Student Centre
Implementation: student records
Admin staff are now either saving directly into Wisdom or scanning in - the process is quick once the student has been retrieved in SITS and saves time. We no longer need to sift through a filing cabinet for the piece of paper; an added bonus is that the need for storage space is reduced.

Academics are also gradually being trained to access the student area through e-vision so there will only be one file per student - unlike the present situation of many files and no-one knowing exactly what is where!
Key sources of information

http://www.jiscinfonet.ac.uk/InfoKits/edrm
http://www.cimtech.co.uk/
http://www.nationalarchives.gov.uk/electronicrecords/default.htm

Not an exhaustive list!
Simmons and Dickinson: readiness for change

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<th>Dissatisfaction with status quo</th>
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<td>Security with proposed change</td>
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**Note:** The diagram illustrates the readiness for change scenario based on dissatisfaction with the status quo and security with proposed change.
Communication is a two-way process
Key things it’s useful to know early on

• How is information managed now?
• What’s happening in the different areas of the organisation?
• What kinds of stakeholders are there, and at what levels?
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