University of Huddersfield Repository

Wickham, M Sarah

Developing a changing records culture

Original Citation

Wickham, M Sarah (2008) Developing a changing records culture. In: CIMTECH/National archives future of electronic information and records management in the public sector conference, July 2008, Hatfield. (Unpublished)

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

0 ▦ ***Developing a changing records culture***

M Sarah Wickham
University Records Manager

1 ▦ **Overview**

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

2 ▦ **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
- Consolate and keep moving
- Anchor the new approaches

3 ▦ **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.
9. Past resentments.
10. Real threats.

4 ▦ **Simmons & Dickinson**

Readiness for change matrix

5 ▦ **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.
10. Project closure.

6 ▦ **EDRMS project: phases directly affecting end users**

- Planning
- Laying the foundations
- Piloting
- Rolling out
- Embedding

7 ▦ **s.wickham@hud.ac.uk**

☎ 01484 473 935