

Project Management Pack



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Project Management Pack is an extensive library of material used to help manage your projects from start to finish. Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.

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Executive Summary

Decker, Hubbard and Brown is in the process of reviewing the enterprise records management challenges associated with being a financial services company in the technology vertical. It is the goal of the organization to improve knowledge sharing and better equip staff to perform their jobs and to be as efficient, effective and consistent as possible.

The Objective...

In order to improve staff access to information and increase knowledge share, the Records Management Program must be able to provide the compliance, ease of access, efficiency and continuity of all of Decker, Hubbard and Brown's records. In order to fulfill these goals and objectives of Decker, Hubbard and Brown, the program should address the following needs:

1. Organize content that has been accumulating into a centralized location with a standardized process and procedures.
2. Develop a roadmap for long term goals and objectives of the company's enterprise Records Management Program.
3. Identify and categorize the vital documents and records generated within the organization.
4. Comply with regulatory requirements and prioritize the importance of records.
5. Provide a complete review and audit of existing processes that generate records.
6. Identify stakeholders for the Records Management Program.
7. Deliver technology requirements for the Records Management Program.
8. Identify resources for the program.

The Opportunity...

The Records Management Program is an important component for Decker, Hubbard and Brown to continue to be a leader in the financial services industry. The Records Management Program will be able to satisfy Decker, Hubbard and Brown's needs to be competitive in the financial services market and build a foundation for the records management controls and processes to govern the vast amount of information created, received, and used in the conduct of Decker, Hubbard and Brown's activities.

- ◆ **Goal #1:** Design an enterprise Records Management Program to demonstrate the company's understanding of the nature of its records and compliance with legislation, policies, principles, processes and procedures for managing the organization's knowledge.

The rest of the content has been removed from this sample. The entire 15 pages of the document are included in:

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This sample has been truncated to only show a portion of the content. The complete editable version of this document is included in Proposal Kit Professional at:

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