



PROPOSAL KIT SAMPLE

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Governance Plan

The Governance Plan will serve to provide a unified, centrally administered approach to records management within Decker, Hubbard and Brown.

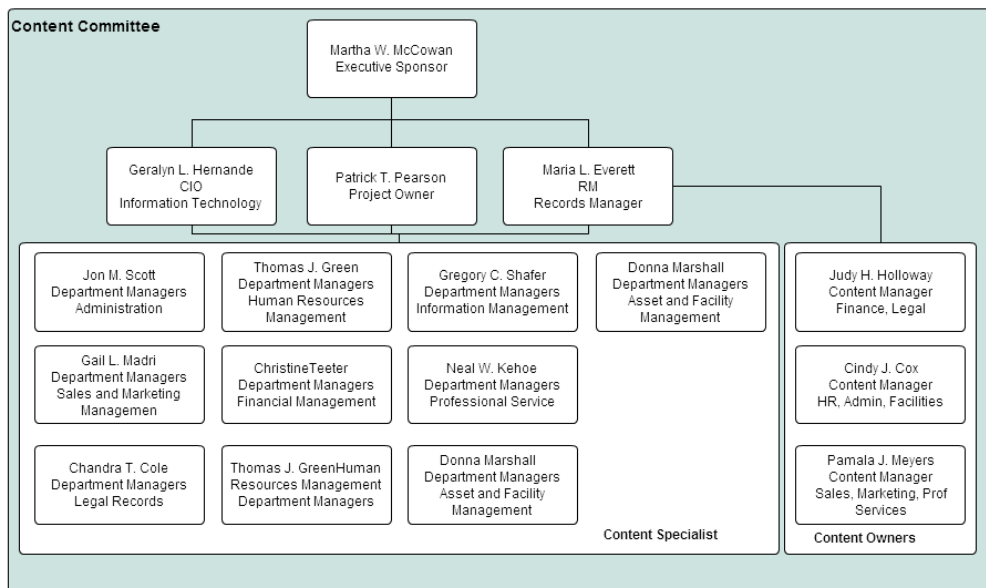
Why we need a governance plan

The Governance Plan is the road map for the overarching content environment, architecture, system development, process, policy and decisions for the Records Management Program. This plan also identifies the area of ownership for Decker, Hubbard and Brown’s information management group and identifies who is responsible for which areas of the Records Management Program. The Governance Plan sets the regulations and rules for the use of records and system environments so that the content to be managed is sustainable and grows in a consistent manner that is in line with Decker, Hubbard and Brown’s goals and business requirements.

Governance Program Goals

The Decker, Hubbard and Brown governance plan outlines the content types that will be governed and the organization of the governance model.

Governance Structure



The Content Committee develops the roadmap and vision for the content management program and insures that the project timelines are socialized and delivered to the organization. The Content Manager insures the stakeholder expectations are managed and communicates any issues and change requirements. The departmental Content Specialist will train other personnel on asset management and provide requirements to business analyst and are the Go-To leads for business groups. The CIO is responsible for the architecture and long term support for the content management system.

Records Program Committee

Reference Program **RACI** for detailed roles and responsibilities. The Content Governance Committee will meet on a monthly basis to review system health and growth rates to track trends and update the roadmap for current and future needs. The roadmap will cover a 5 year rolling plan to include business process workflow and automation to increase adaption of the content management program.

Contact List	Names	Responsibilities
Executive Sponsor	Martha W. McCowan	CEO
Project Owner	Patrick T. Pearson	Project Manager
Department Managers / Content Specialist	Jon M. Scott	Administration
	Donna K. Marshall	Asset and Facility Management
	Christine A. Teeter	Financial Management
	Thomas J. Green	Human Resources Management
	Gregory C. Shafer	Information Management
	Chandra T. Cole	Legal Records
	Neal W. Kehoe	Professional Service
	Gail L. Madrid	Sales and Marketing Management
Information Technology (IT)	Geralyn L. Hernandez	CIO

Records Manager	Maria L. Everett	RM
Legal	Oscar S. Paulsen	Legal
Information Stewards or Content Owner/Content Managers	Cindy J. Cox	HR, Admin, Facilities
	Judy H. Holloway	Finance, Legal
	Pamala J. Meyers	Sales, marketing, prof services

Operations

Areas governed by the Records Program	Item	Description
Content Stores	ServerA, ServerB	Files and content on servers.
Systems	SharePoint, ECM System, and legacy accounting system	Applications that generate content.
Departments	<ul style="list-style-type: none"> • Administration • Asset and Facility Management • Financial Management • Human Resources Management • Information Management • Legal Records • Professional Services • Sales and Marketing Management 	Content types to be governed by department. Reference the File Plan for all content types for each department.

Standards

Records Related Standards	Standard Name	Documentation Location
IT	<ul style="list-style-type: none"> • Server capacity and storage requirements • Supported OS • Supported browsers 	ServerA

Guidelines

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