Information Management Portal

Presentation to
Information Management Leadership Initiative
April 5, 2004

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Treasury Board Secretariat

A joint venture between Treasury Board Secretariat, Library and Archives Canada and Public Works & Government Services Canada

www.informationmanagement.gc.ca

Purpose of Presentation

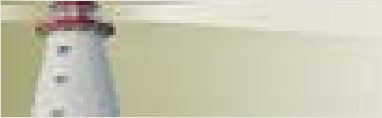- From me:
  - Background, Current Status, Outstanding Issues

- From you:
  - Comments & questions on IM Portal Project
  - Ideas for draft messages for target audiences

What is the IM Portal?

- **One Web site for GoC employees to access IM resources**

- **Joint venture between Library and Archives Canada (LAC), Treasury Board Secretariat (TBS) and PWGSC**

Objectives

- **To provide an objective, comprehensive and focused source of GoC, Canadian and international IM activities and resources**

- **To promote coordination of GoC IM activities, such as MGI implementation**

- **To build awareness and involvement in the GoC IM community**

Why Develop an IM Portal?

THE CHALLENGE

- **IM Information found on several sites: TBS (IMRC), LAC, community sites, etc.**

- **Overlaps, gaps, inconsistencies, conflicting points of view on IM topics**

Why Develop an IM Portal? (con't)

Mandated by IMPC in 2002 to:

- **Ensure a government-wide approach to managing GoC information resources**

- **Eliminate duplication of effort & increase quality of existing information**

- **Save research time and promote increased access to IM resources**

- **Provide partnership opportunities for IM stakeholders**

Targeted Users and Communities

Phase 1

Information Specialists:

- **Records managers**
- **Librarians, archivists**
- **IM analysts**
- **Information architects**

Managers:

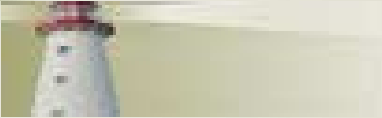- **MGI senior executives**
- **Program managers**

Targeted Users and Communities

Phase 2

IM trainers and advisors:

- **Informing and influencing GoC employees on IM issues**

Governance

Based on the GoC Cluster model:

- Content management solution to harvest metadata about GoC resources

- Access to appropriate sources outside the GoC

- Resourced and hosted by departments, but functioning as a separate business unit.

Continuing Consultations

Information Specialists and Managers:

- **Council of Federal Libraries (Dec 2003)**
- **Records Management Institute (Dec 2003/Feb 2004)**
- **IM Forum (Dec 2003/Feb 2004)**
- **IM Leadership Initiative (Feb 2004)**
- **Dept'l representatives (Dec. 2003-Mar. 2004)**
- **PKI IM Working Group (Feb 2004)**
- **Others to follow**

Milestones: Completed

- **Project Charter**
- **Governance Model**
- **Communication Plan and Products**
- **User and Business Requirements:**
- **Content Analysis**
- **Prototype Information Architecture & Site Design**
- **Technical Design**
- **Portal Software Vendors Identified and Short-listed**
- **Prototype Launched**
- **Sustainability Plan**

Projected Portal Launch

♦ **September 16, 2004 (IM day)**

Executive Committee

Helen McDonald
TBS

Marilyn Osborne
LAC

Paul McCormick
LAC

Ed Fine
PWGSC

Project Management

Alexa Brewer, Project Director (TBS)

Project Team:

- **Sylvie Charron**   **(LAC)**
- **Fay Hjartarson**   **(LAC)**
- **Chantal Quinn**   **(PWGSC)**
- **Gregory Renaud**   **(TBS)**
  (Project Manager)
- **Doug Salzwedel**   **(TBS)**
- **Nancy Scott**   **(LAC)**
- **Deane Zeeman**   **(LAC)**
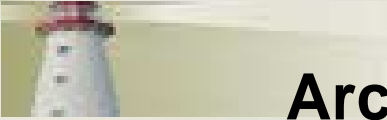- **Catherine Zongora**   **(PWGSC)**

Outstanding Decisions

→ **Approve governance model and roles**

→ **Validate Sustainability Plan**

→ **Approve resource requirements**

→ **Commitment to fund**

→ **Commitment to host**

→ **Approve project launch and implementation**

A look at the IM Portal Prototype…

Draft Messages for:
Archivists and Records Managers

- **Central access to and comparison of Lifecycle Web-based guides, e-mail guides, records management guides**

- **Secure collaborative tools for hosting working groups such as GOL Metadata Working Group**

- **RM training e-tools**

- **Submission form for external content providers to input departmental best practices**

- **Customizable default information architecture**

- **Access to records management guidelines and standards on a single site**

- **Access to LAC Services to Government (library and archives versions), Government Info pages, Services to Publishers, Services to Researchers, Services to Librarians, Search Tools on the web - guides and directories, ArchiviaNet, Federal Locator Service, Publications catalogue and E-Collection site, advice on availability of specific publications, e.g. Bulletin, The Archivist/Archivia**

Draft Messages for: Librarians

- **Secure collaborative tools for hosting working groups such as GOL Metadata Working Group**

- **Metadata training modules**

- **Submission form for external content providers to input departmental best practices**

- **On-line subscription access to library journals**

- **Customizable default information architecture**

- **Access to LAC Services to Government (library and archives versions), Government Info pages, Services to Publishers, Services to Researchers, Services to Librarians, Search Tools on the web - guides and directories, ArchiviaNet, Federal Locator Service, Publications catalogue and E-Collection site, advice on availability of specific publications, e.g. Bulletin, The Archivist/Archivia**
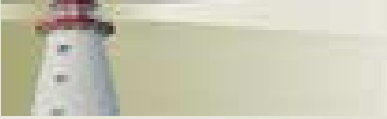
Draft Messages for: IM Managers

- **IM training e-tools**
- **Submission form for external content providers to input departmental best practices**
- **On-line access to CIO magazine, Government Executive,etc.**
- **Links to departmental best practices and IM sites**
- **Access to LAC Services to Government (library and archives versions), Government Info pages, Search Tools on the web - guides and directories, Federal Locator Service**
- **Information and contacts on databases, products, approaches, best practices in GoC**

Draft Messages for: Policy and Planning

- **Central access to and comparison of Lifecycle Web-based guides, e-mail guides, records management guides**

- **Secure collaborative tools for hosting working groups such as GOL Metadata Working Group**

- **Submission form for external content providers to input departmental best practices**

- **Links to departmental best practices and IM sites**

- **Access to LAC Services to Government (library and archives versions), Government Info pages, Services to Publishers, Services to Researchers, Search Tools on the web - guides and directories, Federal Locator Service**

- **Information and contacts on databases, products, approaches, best practices in GoC**

Contact us

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