Autoclassification Service
Pilot Project

Human Resources Development Canada
&
FSG Consultants

Human Resources Development Canada

Développement des ressources humaines Canada

Participants

- **HRDC – Records Management - FAS**
- **JWTC Cluster & Labour Market Directorate of Employment Programs Branch**

  (JWTC - Jobs, Workers, Training and Careers)
- **FSG Consultants**

Human Resources Development Canada

Développement des ressources humaines Canada

Background

- **Information Management Capacity Check Pilot - JWTC Cluster**

- **Requests from variety of HRDC programs for assistance in managing information on shared drives**

- **FSG Proposal**

Human Resources Development Canada

Développement des ressources humaines Canada

IM Capacity Check Pilot
JWTC Cluster

- **What is the JWTC Cluster?**

- **What is the IM Capacity Check?**

- **Results – Action Plan including addressing life cycle management of records**

- **Shared drive used as principal repository for official documents / records**

**Human Resources
Development Canada**   **Développement des
ressources humaines Canada**

FSG

HUMAN RESOURCES
DEVELOPMENT CANADA

Autoclassification Service

- **300 MB – (4000 documents) GOL common drive of LMI**

- **Manual review paper & electronic docs**

- **Development & approval of file plan**
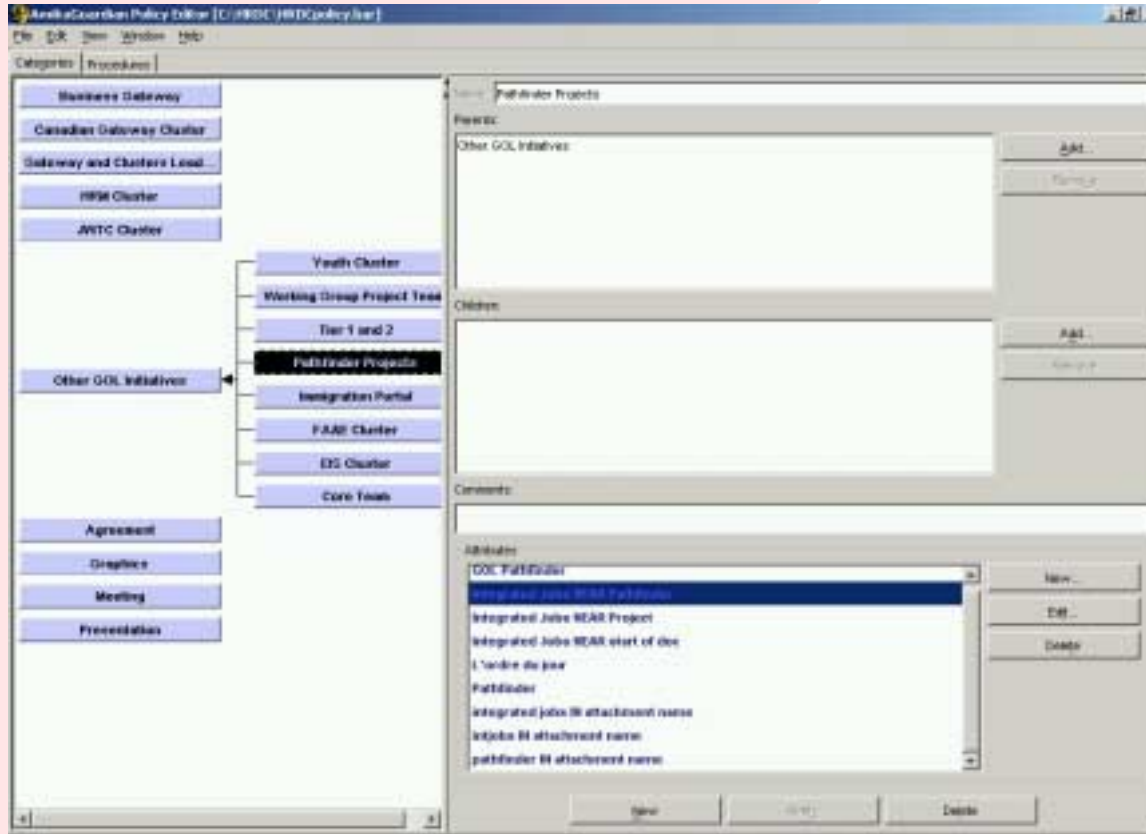
- **Configure and train the autoclassification tool**

Human Resources Development Canada   **Développement des ressources humaines Canada**

FSG

Autoclassification Service

- **Teach by examples**
- **Develop rules**

Human Resources Development Canada **Développement des ressources humaines Canada**

FSG

Autoclassification Service

Autoclassification Service

- **Run Autoclassification program**
- **Verify / confirm accuracy of results**
- **Provide a new directory structure**
- **Populate new structure with classified documents**
- **Write conversion program**

Human Resources Development Canada **Développement des ressources humaines Canada**

FSG

After Autoclassification

- **Download file plan into HRDC Automated System (ForeMost (4M))**
- **Download data to system (as per FSG utility)**
- **Demo to client (LMI – JWTC)**

Human Resources Development Canada **Développement des ressources humaines Canada**

FSG

Next Steps

- **Installing 4M on client desktops**
- **Training users**
- **Determining use of shared drives vs. 4M**
- **Developing procedures**
- **Expansion of Autoclassification Services**
  - **Common drives (project vs. personal)**
  - **Full / partial autoclassification**

Human Resources Development Canada **Développement des ressources humaines Canada**

·FSG·

Time and Cost

$10,000 (one-time cost for proof of concept)

Time:

    File plan – 5 days

    Teach Autoclassification tool – 2 days

    Run Autoclassification tool – 0.5 day

    Develop conversion program – 2 days

    Migrate data to 4M – 0.5 day

Estimate for expansion of Autoclassification

$.35 per document (75K per document)

Human Resources Development Canada **Développement des ressources humaines Canada**

FSG

HUMAN RESOURCES DEVELOPMENT CANADA