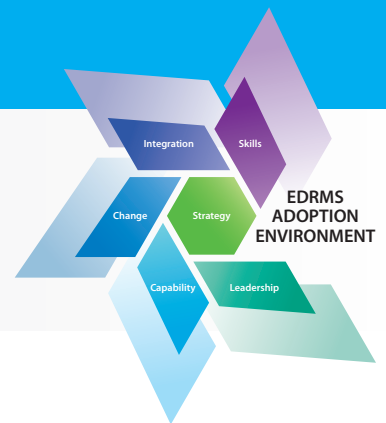


# EDRMS Projects

## Making the complex simple



Today's role as a Records and Information Manager is increasingly complex and demanding. Each year brings new regulations, new technology advances and increased expectations from the business. Linked Training and Change Factory provide EDRMS Service Packages which make life simpler.

Records Managers today are expected to be part IT technician, project manager, business analyst, communications expert, change manager and information asset security guru as well as being a records and information management and regulations subject matter expert. The decisions you have to make are complex weighing up variables such as compliance with regulations, ease of use, cost, uniformity of application, the politics of the organisation, future needs and the culture of your organisation before deciding on a course of action.

Senior management rarely are in a position to comprehend the complexity of the role or the diverse skills required to truly achieve successful EDRMS adoption. To be blunt, the position of records and information manager often lacks the support to enable you to get your job done effectively. We can now provide the simple support packages you need.

To simplify complex EDRMS projects we chunk them down into smaller pieces which are easier to think about, easier to justify a budget for, lower risk and easier to implement. Just easier really! Chunking down your EDRMS project enables both you and your senior managers to confidently make the right decisions and set up a framework for success, whatever the type of project you're managing.

There are two main types of adoption projects you need to manage; a new EDRMS implementation and increasing adoption with an existing implementation. Our six service packages are equally relevant to both. Overleaf you'll find details of how to decide which package is right for you.

### The EDRMS Service Package Suite

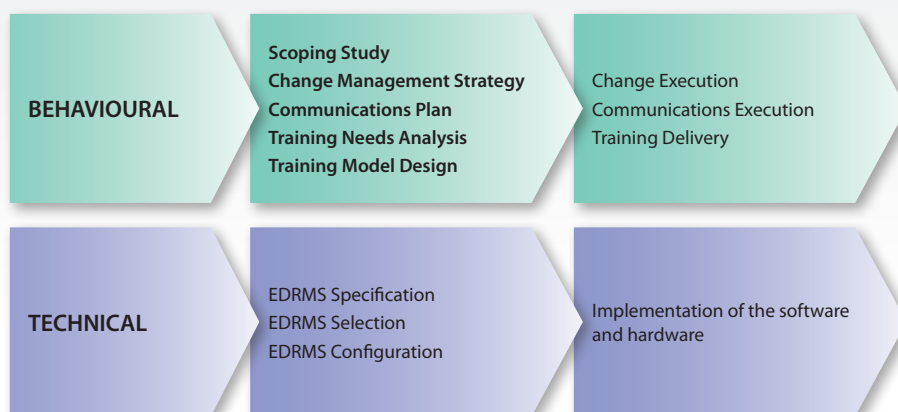
Scoping Study	Creating the project foundation
Change Management Strategy	Transforming your EDRMS culture
Communications Plan	Engaging your stakeholders
Training Needs Analysis	Discovering how your people will learn
Training Model Design	Delivery that meets your needs
Business Improvement Analysis	Driving adoption through process

**Our EDRMS Service Packages** are chunked into solutions that can be purchased independently so that you can pick and choose to fill a skill gap in your EDRMS project team easily.

## 1. The New EDRMS Implementation Project

A new EDRMS implementation involves vendor specialisations in addition to your records management skill & knowledge. Broadly speaking there are two additional internal or external parties you'll be working with – the Technical specialists, and the Behavioural specialists. Your project benefits by specialists who know their field, understand the other field, and respect each other's skills, regardless of whether they are internal or external resources.

The project also has two main stages; design and delivery. The project benefits by ensuring the technical and behavioural design occurs concurrently. The input of behavioural knowledge into technical configuration is a major differential factor between success and failure of a project. Select the package right for you to fill any behavioural knowledge/skill gaps you have.



## 2. The Increased EDRMS Adoption Project

Projects to increase EDRMS adoption have symptoms which will indicate the package you should choose. Listen to yourself and your team to self-diagnose your main issue, select the EDRMS Service Package you require and discuss with us further your specific needs.

"We have active or passive resistance to change"	Change Management Strategy
"We can't get people to pay attention to us"	Communications Plan
"Getting our people to learn is challenging"	Training Needs Analysis
"People seem to forget their training back at their desk"	Training Model Design
"The way we process our information is inefficient"	Business Improvement Analysis

**Review our Service Package brochures and contact us today to discuss which package will make your EDRMS adoption simpler.**



(03) 9329 6250  
edrmsadoption@changefactory.com.au  
www.changefactory.com.au



(02) 8824 4677  
info@LinkedTraining.com.au  
www.LinkedTraining.com.au

[www.EDRMSadoption.com.au](http://www.EDRMSadoption.com.au)

