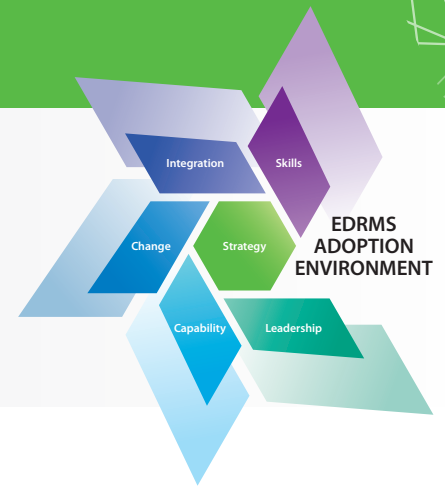


# Where do I start?

## SCOPING STUDY

Creating the project foundation



Where to start and finish, and what to include in an EDRMS implementation or adoption improvement project is not an easy thing to determine. Sponsors want certainty and yet questions marking uncertainty buzz around in your head. “What is a realistic goal? What should be included? What should be excluded? What are the likely resource requirements and approximate budget?”

It requires experience and knowledge of what works and what does not work to determine what is reasonably achievable in an organisation’s environment, and the project structure to achieve it.

We analyse your organisation’s current preparedness and maturity, and identify the pain points and risks. In collaboration with key stakeholders, we set a realistic and agreed goal for the project and develop the project scope, timeline and budget estimate. You now have a sound foundation for engaging the right resources to achieve your EDRMS goal, within time and budget.

# SCOPING STUDY

## Creating the project foundation

### What is it?

A scoping study is the starting point of an EDRMS project. It develops the scope of your project and encompasses both the technical and behavioural streams of the project. The scoping report is based on the analysis of the current state of your recordkeeping activities and capability across the organisation, and details what needs to be done to reach your desired future state of EDRMS adoption. If desired, it also creates an achievable project plan of the time and resources required.

### How do we go about it?

We interview a vertical cross section of your people to understand the current maturity of records management within the RIM unit, users and managers. We review the IT infrastructure and plans to develop knowledge of the technology landscape in which the EDRMS project is to be built. We undertake a stakeholder management workshop and project risk identification and treatment workshop. A report containing the analysis and recommendations is developed, founded on multiple research outcomes and our extensive experience in EDRMS projects of what leads to success and failure in EDRMS projects. We tailor the report to the environment we discover, in order to maximise the probability of success.

### How does it add value?

A scoping study enables you to have clarity on the overall shape your project will need to take to be successful, and the volume of work required within the project to achieve the desired goal. It enables you to gather the right information to establish an initial budget, and plan a timeline of major activity. It provides everyone involved with the project with a comprehensive understanding of the project.

### How do I choose the package?

If you only need to know what to do to achieve your goal and how to manage the risks, choose the \$10,000 package. If you need help in clarifying the goal and a high level resources and timing plan and would like help in presenting the plan to your senior management team, then choose the \$20,000 package.

Scoping Study package	\$10,000	\$20,000
Training delivery plan	Y	Y
IT infrastructure review	Y	Y
Risk management analysis	Y	Y
Project scope report	Y	Y
Project resource estimate		Y
High level project plan		Y
Senior Management Team presentation		Y
<b>Total days</b>	<b>6</b>	<b>12</b>

*All prices GST inclusive. Travel and accommodation included. Conditions may apply.*

## Call us to discuss your needs



(03) 9329 6250  
edrmsadoption@change factory.com.au  
www.change factory.com.au



(02) 8824 4677  
info@linked training.com.au  
www.linked training.com.au



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