





-  Project Management
-  Scope of Work
-  Buy-in & Implementation
- 

## THORNY MANAGER ISSUES WITHIN BIBLIOGRAPHIC SERVICES





28 September 2005



LIASA CONFERENCE 2005  
26 – 30 September 2005, Nelspruit, Mpumalanga Province

©SABC

## SABC Information Management Project

-  Project Management
-  Scope of Work
-  Buy-in & Implementation
- 

- Background to the introduction of IMF
- Project Management
  - PSO
  - X-Pert Group Methodology
  - Getting the team
  - Progress Meetings



28 September 2005



LIASA CONFERENCE 2005  
26 – 30 September 2005, Nelspruit, Mpumalanga Province

©SABC



# Scope of Work



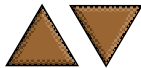
Project Management



Scope of Work



Buy-in & Implementation



## ■ SOW

### ■ 9 Sub-projects:

- Concept Development
- Classification
- Communication
- IM Framework - the document
- Implementation
- Policies & Procedures
- Alignment with major projects
- Formal & Informal systems
- Training

28 September 2005



LIASA CONFERENCE 2005

26 - 30 September 2005, Nelspruit, Mpumalanga Province

©SABC



# Risks



Project Management



Scope of Work



Buy-in & Implementation



## ■ Outlining of Risks

### ■ Result





28 September 2005







LIASA CONFERENCE 2005

26 - 30 September 2005, Nelspruit, Mpumalanga Province

©SABC

-  Project Management
-  Scope of Work
-  Buy-in & Implementation
- 

- Change Management & Communication
  - Budget
  - Logo
  - Awareness Campaign

-  Project Management
-  Scope of Work
-  Buy-in & Implementation
- 

- Awareness Campaign:
  - News flashes
  - eZines with competitions
  - Give-aways
  - Finance Open Day
  - Evaluation



# Change Management (cont.)

- Project Management
- Scope of Work
- Buy-in & Implementation

- Top/Senior Management
- Gartner Model

Savings on time to create and modify documents (re-working & formatting)	50% -90%
Increase in productivity (chasing work in progress, capturing, culling, deleting and migrating of documents)	20% -30%
Savings on document handling (search & retrieval)	20% -40%
Improvements in cycle time (copying & distributing)	20% -40%
Savings on desk space	30% -50%
Improvement in client satisfaction	30% -50%



28 September 2005



LIASA CONFERENCE 2005  
26 - 30 September 2005, Nelspruit, Mpumalanga Province

©SABC

# Legal Matrix

- Project Management
- Scope of Work
- Buy-in & Implementation

- Legislation
- Audit

28 September 2005



LIASA CONFERENCE 2005  
26 - 30 September 2005, Nelspruit, Mpumalanga Province

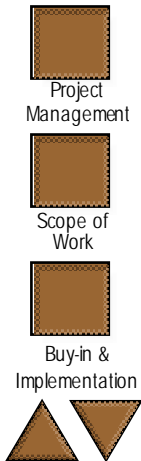
©SABC

- Project Management
- Scope of Work
- Buy-in & Implementation

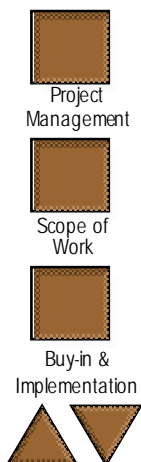
- Gap Analysis:
  - List of all existing policies
  - Determining of gap
- Writing of Policies & Procedures

- Project Management
- Scope of Work
- Buy-in & Implementation

- Audit of functionality
  - Structure
  - Interviews with Senior Management
- Compiling the Information Taxonomy
- Verifying of information



- Writing of Deliverables
- Writing of:
  - Business Plan
  - Implementation Plan
  - Communication Plan
  - Change Management Plan
  - Training Plan
- Group Exco approval
- Board Approval



- Establishing of RMO:
  - Appointment of Records Manager / Records Officers
- Project team
- EDMS
- Two years



Project Management



Scope of Work



Buy-in & Implementation



THANK YOU

Ilse assmann  
SABC  
(011) 714-4041  
assmanni@sabc.co.za

28 September 2005



LIASA CONFERENCE 2005  
26 - 30 September 2005, Nelspruit, Mpumalanga Province

©SABC