|  |
| --- |
| Company Name |
| Information Management Strategy |
| [Type name of programme/project] |

Place your company logo here

|  |
| --- |
| Insert name of document author  Select date |

Page left intentionally blank

**Document History**

|  |  |
| --- | --- |
| Owner: |  |
| Location: |  |
| Status |  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Revision Date | Change Summary | Author |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Approved by | Position | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Distribution**

|  |  |  |
| --- | --- | --- |
| Version | Distributed to | Date Issued |
|  |  |  |
|  |  |  |
|  |  |  |

Page left intentionally blank

Table of Contents

[1. Programme/Project ID 7](#_Toc352322427)

[2. Standards, Definitions and Boundaries 7](#_Toc352322428)

[3. Programme/Project Information Management Process and Methods 7](#_Toc352322429)

[4. Document Configuration Management 7](#_Toc352322430)

[5. Information Management Roles and Responsibilities 7](#_Toc352322431)

[6. Resources and Costs 7](#_Toc352322432)

[7. Review Schedule 8](#_Toc352322433)

[8. APPENDIX: Programme/Project Plan 8](#_Toc352322434)

[9. APPENDIX: [Corporate IM Strategy] 8](#_Toc352322435)

Page left intentionally blank

# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Standards, Definitions and Boundaries

*Describe the measures and techniques that will be used to control programme information. Include the scope of the strategy and the standards and processes that will be used to cover data management.*

# Programme/Project Information Management Process and Methods

*Describe the processes and methods involved in the management strategy. Include how information will be management, how information integrity will be insured and the criteria for effectiveness that will be applied.*

# Document Configuration Management

*Cross-reference to Document Configuration Log*

* 1. **Baselines**

*Explain how configuration management baselines will be implemented within the programme/project.*

* 1. **Update and Release**

*Explain how document update, approval and release will be managed and controlled within the programme/project.*

* 1. **Storage and Access**

*Define systems and storage arrangements and access, include how security of documents will be maintained.*

* 1. **Templates**

*List the standard templates to be used by the programme/project and describe how they will be maintained.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Template ID | Template Name | Description of Use | File Name and Location | Current Version No | Date Released | Template Owner |
| *Insert unique ID* | *Full name of template* | *Intended purpose of template* | *Full name and storage path* | *#* | *Date current version issued* | *Who owns and approves it* |

# Information Management Roles and Responsibilities

*Define information management roles and responsibilities. Include who is responsible for the actions identified in the plan, along with management and maintenance.*

# Resources and Costs

*Define the estimated effort and costs associated with implementing and maintaining the plan.*

# Review Schedule

*Define the intended schedule for reviewing the strategy, how and when information management work will be monitored and include alert mechanisms if appropriate.*

# APPENDIX: Programme/Project Plan

*Include an extract from (or location of) the current Programme/Project plan, including timing of information baselines, review and release schedules.*

# APPENDIX: [Corporate IM Strategy]

*Include an extract from (or location of) the Corporate Information Management Strategy if relevant.*