## 

TEMPLATE

Information management strategy

National Archives of Australia

November 2020

This template provides a basis for Australian Government (Cwth) agencies to develop their own information management strategy. The headings and suggested text is based on advice provided by the National Archives of Australia. More information about how content may be added to the strategy can found at;

<https://www.naa.gov.au/information-management/information-governance/establishing-information-governance-framework/developing-information-management-strategy>.

# Title [e.g. National Archives of Australia's information management strategy]

# **Day Month Year**

# Overview

## Purpose

*Explain the purpose of your information management strategy.*

*Make sure this links your strategy to your agency’s strategic direction and describe how the strategy will support business and corporate priorities.*

## Strategic direction statement

*Describe what your agency is aiming to achieve in its information asset management, and the timeframe for achievement.*

*This will be influenced by your agency’s current state of information management and operational environment. Your information governance framework can provide details about this environment.*

# Strengths and weaknesses

*Describe the strengths and weaknesses of your agency’s current information management practices.*

*These will affect how your information management assets support core or unique business and comply with whole-of-government requirements. Your agency’s Check-up results will be useful in developing this section.*

* *Text*
* *Text*
* *Text*

# Strategy actions

*List actions your agency will take to achieve the information management strategy and their timeframe for completion.*

*Do not include major actions that fall within your agency’s project management framework and actions undertaken in normal business.*

*Actions listed should address the weaknesses and areas for future improvement already identified. Make sure to consider short, medium and long term goals.*

* *Action one*
* *Action two*
* *Action three*

# Responsibilities

*Identify the senior positions who will lead and monitor the overall strategic direction of agency information management.*

*You should also identify who will implement individual actions. These may be included with the strategy actions in the previous section.*

* *Text*
* *Text*
* *Text*

# Reporting and review

## Reporting

*Outline when and how progress reporting will be made to senior management.*

*Provide the reporting line and planned reporting period.*

## Review

*Outline when and how you will review the strategy. State the strategy’s review cycle and the next date for review.*

# Senior management endorsement

*Provide evidence of your senior management endorsement. This may be a brief paragraph, dated and signed by the agency head or chief information governance officer.*