**Template: Programme Information Management Strategy**

# By Colin Bentley

Programme XYZ Information Strategy

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| **Programme Name** | XYZ | | | | |
| **SRO** |  | | | | |
| **Programme Manager** |  | | | | |
| **Document Author** |  | | | | |
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1. **Purpose**

This document describes how the Programme will establish and operate systems and techniques to maintain and control programme information. The information to be managed includes such things as programme and project management documents, specialist deliverables (e.g. outputs from projects and transition activities), and stakeholder communications. If the strategy is based on use of, say, existing document management systems and web sites and is unlikely to change then it may be sufficient to define the strategy as a section in the Programme Definition Document rather than as a ‘free-standing’ document.

1. **Scope of the Information Management Strategy**

*Information categories to be managed under this strategy Stakeholder categories/groups that will require access to information*

List of programme management documentation that is currently available or will be produced later in the programme. For each document:

* Title
* File name
* Purpose
* Owner
* Current version
* Location (location on server/website/intranet/physical location)
* Security classification

1. **Information storage systems**

*E.g. Document repositories, Document Management Systems, File stores, Backup systems, Paper Filing systems, Internet sites, Intranet sites, Extranet sites*

1. **Responsibilities**

*Responsibilities for managing and maintaining the information The role of the Programme Office*

*The responsibilities for applying the configuration management approach The responsibilities that will be delegated to project management teams*

1. **Confidentiality and Availability**

*The levels of confidentiality to be applied to different categories of information/data and how confidentiality will be assured*

*How information/data will be made available to those who have a need and permission to access it*

*How information/data will be made available to those with specialist requirements (e.g. non-English speakers, those with disabilities)*

1. **Integrity**

*How the integrity of information/data will be assured throughout its lifecycle, including general quality control requirements and backup procedures*

*How the programme will ensure that out of date information/data and old versions of documents are taken out of circulation*

1. **Approach to information audit**

*Definition of any programme-specific information audit requirements and/or reference to any existing ‘corporate’ approaches/standards/regulations*

1. **Configuration Management**

*Scope of coverage i.e. what information/documents/data will be brought under formal configuration management and release control. (Minimally this will include key programme governance documents plus any deliverables that will be managed under corporate Configuration Management approach when implemented in the operational environment)*

*Existing ‘corporate’ configuration management systems/approaches that the programme will adopt/follow*

*Naming conventions for configuration items*

*Configuration controls including how information ‘baselines’ will be implemented in the programme e.g. the information baselines that will be established at the end of Defining the Programme and at each Tranche boundary*

*What must be done to secure information when the programme closes*

1. **Change control**

*How change control will be applied to programme information/documents/data. Cross reference may be made to the Issues Resolution Strategy (be careful to avoid unnecessary duplication of content)*