

miro



## SYMPTOMS

## CAUSES

### Current practices are causing difficulty finding needed information in the S-Drive



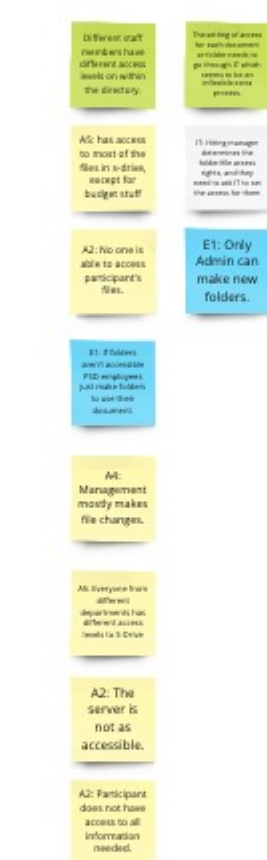
### People are turning to other document management tools.



### No formal training process or written-down guideline impede consistent record organization.



### The access management of s-drive seems inconvenient.



### Day-to-day tasks and collaboration workload occupies staff's time and energy for record management.



### Lack of resources to Public Service Dept. inhibits implementation.



### The beliefs, old habits and technical levels of some staff are prevent them from adopting a new standard.

