

Business information management audit

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bw@tensteps.com.au

<http://www.tensteps.com.au>

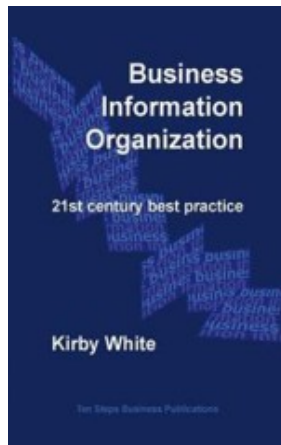


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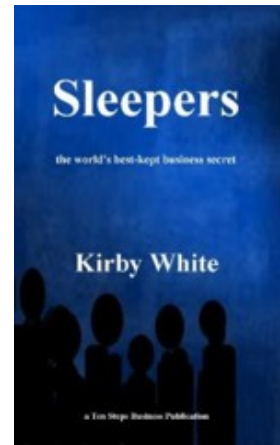


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This document is provided in conjunction with the Ten Steps to Best Business strategy developed by the author of the books



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BUSINESS INFORMATION MANAGEMENT AUDIT

10 questions about my business

	Focus	Always	Sometimes	Not sure	Never..
1	Management knows that any documents and files of any nature are in their right place. The manager knows that what is there is what should be there and what is needed is a matter for constant review.				
2	All aspects of compliance and policy have been identified and staff have what they need to know what to do and what not to do at all times. Background information is available immediately to assist with their understanding and training.				
3	Policy and procedures, templates, manuals, reporting structures and guides are there to support the work of each staff member and of groups.				
4	Training needs are identified and training created, managed, stored and accessed by staff when and where they need it. Training is continuous.				

	Focus	Always	Some-times	Not sure	Never
5	Projects are brought together with the resources created and used. Business knowledge and information about resources is collected by staff as they work. Links are available to resources in the business, to related work being carried out or to other people and groups anywhere that is relevant.				
6	Emails carry links not attachments. Duplication of files and effort is a thing of the past. Version confusion no longer occurs.				
7	Paper files are stored in the same order as computer based information. The movement from one to the other is determined by work groups and logged for everybody's convenience.				
8	Sections of the network have special backup and security arrangements and these are determined by content and the needs of the business.				
9	Groups manage the integrity of the information storage system with file naming conventions in place and working well.				

	Focus	Always	Some-times	Not sure	Never
10	The business continues to see significant cost savings in storage and staff time. Huge costs in finding materials have disappeared.				

Note: This is a self-assessment audit. After completion, you will know whether your business would benefit from having a structured and controlled computer network.

To find out more about a structured and controlled network see **Ten Steps to Best Business** available from the website.

March 2008.