

The business information management report

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.

Policy is constantly available and reviewed and compliance requirements are made known at all times. Every member of staff always has what they need to know what to do and what not to do. Background information is immediately available to assist with their full understanding and in their training.

Policy, procedures, templates, guides, manuals and reporting structures are available to match the work of each staff member and of groups.

Training needs are identified and training or links to training created, managed, stored and accessed by staff when and where they need it. Training is continuous.

Projects are brought together with the resources required. Business knowledge is collected and managed by staff as they work. Links are available to resources elsewhere in the business, to related work being carried out or to other people and groups anywhere that it is relevant.

Emails carry links not attachments. Duplication of files and effort is a thing of the past. Version confusion no longer occurs.

Sections of the network have special backup and security arrangements and these are determined content importance and the needs of the business.

Groups manage the integrity of the information storage system with file naming conventions in place and working well.

The business continues to see significant cost savings in storage and staff time. Costs in paper, use of printers and paper copy management have been significantly reduced. Human resource costs in locating materials have virtually disappeared.

Was that your business? If only.

Yet what would seem to be the impossible is quite possible and is just a matter of doing what businesses forgot to do - organize business information.

Organized business information is about information best practice and it is also about best practice in business management.

Something quite extraordinary happens when a business starts to organize.

This is not about new software and equipment. It is not about spending huge amounts of money on systems or system upgrades. It is about a strategy of structure and that structure will be about your business and what it is doing, what it wants to do and what it wants to achieve in the future. What would be the outcome if your business information structure was showing you all of that at a glance.

The most valuable asset you have in your business is your business information and the second most valuable asset is your computer network. When your valuable people come and go, the business information and the computer network remain and yet it is possible that everything there has lost the focus you would have wanted because nobody ever asked what is there, what is there that should not be there, what is missing and what is needed.

It is time to take back control. It is time to start looking at your assets and protecting them and the best way to do that is to organize.

It will cost your business just a little of its time and if you do it entirely to your satisfaction you should only have to maintain it for a productive and economically successful future. If you are an owner or manager of a business it is your business, your money and your time. It's your call.

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