



RECORDS & INFORMATION MANAGEMENT STRATEGIC BUSINESS PLAN OUTLINE

*It's not a product, it's a process... it's not a concept, it's a business practice...
It's not a project, it's a business function.*

- I. RIM Vision
- II. RIM Mission
- III. RIM Values
- IV. RIM Goals/Objectives
- V. RIM Strategies
- VI. RIM Performance Indicators (metrics to support value, growth and resources)
- VII. RIM Customers & Stakeholders
- VIII. RIM Working Environment
- IX. RIM Trends
- X. RIM Issues**
- XI. RIM Action Plans**
- XII. RIM Reports**

The RIM Business Plan provides

- *a blueprint for the RIM Program, and*
- *one comprehensive view for measuring and reporting the RIM Program compliance and effectiveness.*



RIM ISSUES – ACTION PLANS – REPORTS

- XIII. RIM Issues
 - a. Legacy records
 - i. Paper
 - ii. Electronic
 - b. Cloud Storage
 - c. ????????

- XIV. RIM Action Plans
 - a. Next 12 Months
 - i. Initiate/strengthen internal business partnerships
 - 1. IT
 - 2. Security
 - b. Next 24 Months
 - i. Develop/implement new Training Plan
 - c. Next 36 Months
 - i. Proposal for expanding RIM services
 - d. ????????

- XV. RIM Reports
 - a. Update Annual Maturity Model
 - b. Present RIM Highlights for Executive Board
 - c. Performance Indicators – Chart for 5 Years to show growth/improvements
 - d. ????????

Update your Strategic Plan on an annual basis.