

Implementing the FEA Records Management Profile

Agency Pilot Projects

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BRIDG MEETING

August 17, 2006

Overview

- How did we get here?
- What is the RM Profile and why is it important?
- What is the purpose of the RM Profile pilots?
- How will they benefit agencies?
- What comes next?

Background

- Development of an RM Profile in the FEA began in response to a number of challenges agencies are facing
 - Agency records management processes are costly, inconsistent, and inefficient
 - Agency enterprise architectures (EA) do not sufficiently address records management
 - Agency planning and execution of IT investments is inefficient and overlooks the value of RM

Defining the RM Profile

The RM Profile is....

- A cross-cutting framework that uses the FEA to provide context for applying existing RM requirements and practices to agency programs and processes
- A tool to help agencies address NARA, OMB, ISO, and legislative requirements that will enhance agency productivity and effectiveness

Defining the RM Profile

The RM Profile does not....

- Impose any new requirements on agency programs
- Impose any additional costs as a result of implementation

Refer to the RM Profile at <http://www.archives.gov/records-mgmt/bulletins/2006/2006-03.html> for additional background information

RM Profile Purpose & Objectives

Why do we need an RM Profile?

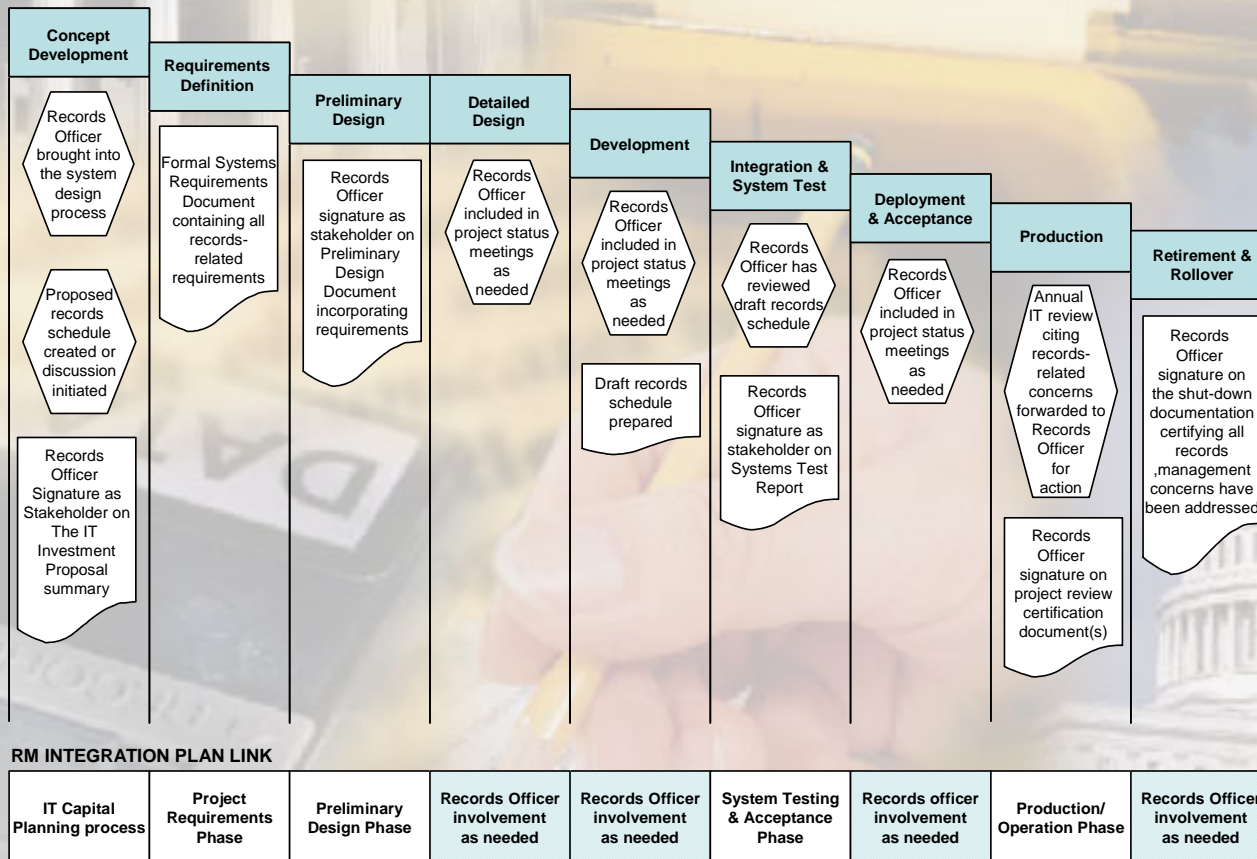
- Assist agencies in identifying RM requirements and building them into business processes, SDLC, EA, and CPIC
- Promote compliance with RM requirements to improve the performance of agency programs, RM processes, agency EA, and the execution of IT
- Mitigate business and litigation risk by addressing RM at the front-end of processes
- Realize ROI after implementing RM Profile in agency programs, processes, and systems

The RM Profile Can Help You.....

- Be proactive in identifying your records management requirements
- Incorporate these requirements at the right time and in the right place in your work processes
- Integrate your records management requirements into your EA, SDLC, and CPIC processes
- Understand the value of effective records management with 'real life' examples, hypothetical scenarios, and records management resources
- Identify and preserve the right records to ensure your agency programs are accountable to the public and other stakeholders
- Leverage the FEA to ensure your compliance with current NARA and OMB guidance
- Build structured and consistent approaches for implementing your current and future RM requirements agency-wide
- Develop a strategy for aligning your programs to the Electronic Records Management E-Government Initiatives implementation plan

Using the Profile: An Example

- 3-5 questions for each phase of the SDLC



Piloting the RM Profile

Purpose of the RM Profile pilots is to ...

- Apply the RM Profile to major agency investments, projects, processes, and EA
- Gather data that can be used to refine the RM Profile methodology and RM processes it is applied to
- Share a model that other agencies and/or FEA Lines of Business can use

Piloting the RM Profile

Planning the RM Profile pilots involve working with NARA to develop an evaluation plan that defines....

- **Scope of work**
 - *Where the methodology will be applied and what it encompasses*
- **Roles and responsibilities**
 - *Defining the tasks and assignments for NARA and agency program managers, records managers, and CIO/IT staff involved*
- **Duration of the pilot**
 - *Determine the goals of the pilot and how much time is needed to accomplish them*
- **Measures of success**
 - *Did we achieve the goals and do we have supporting data?*

Piloting the RM Profile

Conducting the pilots might involve....

- Adapting SDLC implementation of the Profile
- Applying RM Profile questions on CPIC to an agency process
- Developing a checklist or template for an agency business process that identifies RM requirements feeding into SDLC, EA, and CPIC development processes
- Evaluating agency implementation of records management processes to meet requirements and improve performance

Piloting the RM Profile

Evaluation of the RM Profile pilots will include....

- Summary report of completed work
- Analysis of lessons learned, costs avoided, and performance improvements realized
- Plan to remediate any gaps or inconsistencies
- Sharing results with RM and IT communities, and with the FEA for sharing with other cross-agency initiatives
- Incorporate clear and relevant data into the RM Profile

Discussion

- What questions do you have about the RM Profile?
- Are the goals of the pilot projects clear?
- What concerns do you have from your agency's perspective?
- Do you have any suggestions for improving the process?
- Would anyone like to volunteer their agency, or follow-up with agency leadership to participate?

Questions??

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