

KITTING UP AND CLOCKING IN CORPORATE TECHNICAL MEMORY, THE INFORMATION AUDIT & IMPLEMENTATION

CORPORATE MEMORY

Know what you know

“We need to get the right information to the right people at the right time with the right application software, to enable them to make the right decisions.”

Dick Harrington: CEO, Thompson Corporation

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“Knowledge is (linking) the sum of (stored or known) information in a specific context”

Swanborough - Absolute Information

“Knowledge Management is the name of a concept in which an enterprise consciously and comprehensively gathers, organises, shares and analyses its knowledge in terms of resources, documents and people skills.”

Whatis.com

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THE AUDIT

Know what you have / where it is / who is responsible for it etc.

THE PROCESS

- ⊕ Plan (scope) – why, what, where, who, how
- ⊕ Set objectives
- ⊕ Implement
- ⊕ Questionnaire
- ⊕ Visits, interviews
- ⊕ Analyse
- ⊕ Report
- ⊕ Act

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The key questions

- ③ Why preserve the material?
- ③ What material will be preserved?
- ③ How will people access it?
- ③ How long will we keep it?

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IMPLEMENTATION

- Information management**
- Archives**
- Records Management**
- Libraries & Info Centres**
- MIS**

KNOWLEDGE MANAGEMENT

- Corporate culture**
- Collaboration systems**
- Communities and virtual teams**
- Best practices**

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Our aim

“To deliver to Billiton decision makers, on the desk top and fit for purpose all the external and internal sources of geo-scientific information”