

IM Month 2021: Declutter Challenge



Challenge 11: Manage Systems

April 16



When managing information assets such as systems and other software applications clutter can take many forms including inaccurate, outdated or incomplete information.

Take some time to access systems you work with the sole goal of reviewing and updating

- Review information made by or assigned to you
- Check for duplication and add new entries as required
- Correct inaccuracies (e.g., such as status, next steps, assignee, etc.)
- Update any blank information including fields that are not marked as mandatory
- Confirm connected documentation, such as charts of authorities or other procedural information
- If the system produces extracts/reports ensure they are managed and if assessed as transitory than securely dispose of them

Submit questions or issues to the systems business owners or reach out to your IM team for assistance.