Information Management Self-Assessment Tool
Engagement Model

Service Offering

The Information Management Self-Assessment Tool (IMSAT) will provide departments with the ability to review their program against predetermined criteria supported by the IMCAT components as well as the Guide to Information Management (IM) for Public Bodies. The program will deliver a scoring tool to gauge the progression of a department's IM Program.

Engagement Process

The IMSAT Assessment can be requested through the standard Planning, Service and Delivery Committee (PSDC) process with Client Services. Deputy Minister must approve the request for IMSAT. This Assessment is a mandatory requirement for all core departments.

Through consultation with the IMSAT Coordinator, Client Services will develop a priority listing of clients that considers the time since the IMCAT was completed as one of the criteria. A chart has been developed of clients that have completed an IMCAT and the date completed to assist in this process. It is recommended that a client must have completed their IMCAT at least two to three years previously before being considered for an IMSAT.

Roles and Responsibilities

The IMSAT Program will require a dedicated effort from both OCIO and the Client to be successful. Please see below for the breakdown of roles and responsibilities.

OCIO

Lead Role: Coordinator, IMSAT Program

- will lead the IMSAT process by
    - informing Director, IM of preparation requirements
    - setting the delivery schedule
    - delivering the IMSAT in the two half day sessions
    - compiling a follow-up report to present to the client

Support Role: IM Advisory Services IM Analyst

- will support the IMSAT Program by
    - working with Coordinator, IMSAT Program in preparing background information
    - attending the half-day sessions
    - assist with answering questions that may arise during the process

<u>Client</u>
Lead Role: Director, Information Management
- will lead the IMSAT process by
    o contributing to the schedule development
    o preparing materials in advance and throughout the schedule
    o attending the half day sessions
    o review of the draft materials before final presentation

Support Role: as identified by the Director, Information Management
- will support the IMSAT process by
    o under the guidance and direction of the Director, Information Management staff may be required to gather information in preparation for the half day sessions or attend the sessions

There is a significant dedicated level of effort required to complete the assessment in the defined period of time. Participants should be prepared to be fully engaged during this window of time to commit the two half days to OCIO as well as 2-3 days of preparation and follow-up to complete the IMSAT.