Scope:

The program will deliver a scoring tool to gauge the progression of a department's IM Program.

Unlike the IMCAT program which involved extensive materials gathering, interviews and analysis the IMSAT program is designed to be a self-assessment tool that is delivered with the guidance and facilitation of OCIO's IMSAT Coordinator and post completion support of the OCIO IM Advisory Services team.

The IMSAT will provide a score card based on indicators during the self-assessment. Each criterion will be rated using the table below.

LEVEL 5 TRANSFORMATIONAL	☐ IM Governance is integrated into overall corporate strategy, governance and business processes. ☐ Management includes deliberate process optimization / improvement to meet external best practice performance.
LEVEL 4 MANAGED	☐ A formal IM Governance capacity exists and operates regularly. ☐ IM legal and regulatory requirements are documented and proactively managed. ☐ IM is integrated with business operations and business decisions on a routine basis. ☐ IM policies and procedures (as described in the Level 3) are proactively managed using performance measures and metrics. ☐ IM performance and results are tracked and overseen by senior management.
LEVEL 3 DEFINED	☐ IM meets minimum requirements to satisfy the Department's legal and regulatory requirements. ☐ Policies and procedures are defined, and can be used repeatedly, with roughly repeatable outcomes, although all outcomes are not necessarily consistent. ☐ There is basic management oversight of IM.
LEVEL 2 IN DEVELOPMENT	☐ Management considers that IM can impact on the Department, and a more defined IM program will be beneficial. ☐ IM programs will not meet some legal or regulatory requirements. ☐ IM practices are ill defined and still largely ad hoc in nature. ☐ IM works adequately in a few program areas of the Department.
LEVEL 1 SUB-STANDARD	☐ IM concerns are either not addressed at all, or are addressed in a very ad hoc manner. ☐ IM programs have not yet assessed legal or regulatory requirements. ☐ IM and the Department's response to IM are ad hoc, localized, reactive and chaotic.

IMSAT Score Card:

The Score Card is a summary representation of the criterion listed in the IMSAT and is organized as per the table below. Each item is presented with a target level to achieve and compared to the actual level assessed.

1	MANAGEMENT FRAMEWORK	TRAGET	ASSESSED
1			
1.1	IM Governance		
1.2	IM Compliance		
1.3	IM Policies and Standards		
1.4	IM Organization		
1.5	IM Program Plan		
2	CORE IM CAPABILITY		
2.1	Content and Standard Documents		
2.2	Classification System		
2.3	Management of Access		
2.4	Records Retention and Disposition Schedules (RRDSs)		
2.5	Inventory		
2.6	Storage		
2.7	Location and Movement		
2.8	Archive and Disposal		
2.9	Information Protection and Security		
2.10	IM Program Sustainability		
3	ENABLERS		
3.1	IM Facilities		
3.2	Information Technology		
3.3	IM Human Resources		
3.4	IM Training and Awareness		
4	MONITORING VERIFYING IM		
4.1	Monitoring and Reviewing IM Performance and Compliance		

The IMSAT is not designed to provide proposed project details or recommendations. Each section is cross referenced with supporting materials already in place to assist in increasing the individual criterion score and ultimately the overall score. See the sample cross references table below.

Sample Cross References:

Section 1.1 IM Governance

ISO 15489 - 1	Article 6.3 - Responsibilities
ISO 15489 - 2	Article 2.3.2 (a) – Authorities and responsibilities within the organization
IM Guideline	1.1 IM Governance, Accountability and Organization (http://www.ocio.gov.nl.ca/ocio/im/practitioners/guideline_docs/1_1_Governance.pdf)
IMCAT Standard Project	2 - Departmental IM Governance