

Make Time @Work for IM!



Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Information Flow

Much of government's work is driven by information flow including requests for services, projects and initiatives, policy updates and administrative processes.

These processes start out with information being received that must be acted on; actions that usually result in more information like email responses, new documents, data entry into systems and paper files. Better information management can improve workflow and help you to manage your daily work. Consider:

- ◆ The free e-learning course IM@Work available through PSEAccess.ca will help you to understand government-wide requirements and best practices
- ◆ Learn about your departmental IM requirements, processes and services
- ◆ Talk to your manager to understand where and how you organize and store your information
- ◆ Have an understanding of the information that you work with and what is needed to manage and protect it. For example, if information is personal or confidential then additional protection measures may be needed

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit www.ocio.gov.nl.ca
or email us at IM@GOV.NL.CA

