

Unvexing the Challenges of Shared Drives

Designation Academy Seminar

Friday, October 13, 1:00 p.m.- 4:00 p.m. (\$249 Pro/\$299)

Clean-up and remediation of shared drives have become vexing challenges for information managers, but they don't have to be! In this highly interactive workshop, you will learn to link functional classifications to retention schedules, develop departmental file plans, and develop use-specific semantic schemes. You will work in teams to structure decision trees, define business rules, work through an actual shared-drive cleanup effort, and apply business rules to shared drive samples exploring the kinds of issues and decisions you'll be forced to navigate in your organization.

Learning Objectives:

Upon completion of these seminars, participants will be able to:

1. Describe functional classification structures and their importance for the information management lifecycle
2. Define business rules and decision trees you can use to assess digital content and make consistent, defensible decisions for deletion, migration, or quarantine for further assessment
3. Identify digital content that requires special consideration or must be assessed as a collection
4. Identify decision bottlenecks, metadata evaluation rules, duplicate file and version conundrums, and other challenges of unclassified content
5. Develop taxonomies for special classification cases to apply business rules consistently and effectively

Skill Level: Management, Strategic

Your registration includes:

- Attendance to *Unvexing the Challenges of Shared Drives* seminar
- All learning materials for the course, including presentation slides, course exercises, a clean-up and remediation business rules and decision matrix, and shared drive assessment guidelines.

ICRM Maintenance Credits: 3.0 hours pre-approved

IGP Maintenance Credits: 3.0 IT hours pre-approved

Facilitator's biography:

Charmaine Brooks, CRM, has more than 25 years of experience in the full lifecycle management of records and information and has been responsible for managing multi-year and complex projects. She's been corporate records manager for a global semi-conductor manufacturer, manager at a records management software development company, and RIM consultant with IMERGE. Brooks has created dozens of classification/taxonomy projects for ECM/RM implementations, lifecycle control, and shared drive remediation.

James Just has 20 years of experience in business process redesign, ECM technologies, business process management, workflow, and digital content management. He focuses on helping organizations optimize content value and improve work processes, leveraging leading-edge technologies. Just has worked with a broad spectrum of organizations in city and county governments, manufacturing, insurance, and diversified multinationals.



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