

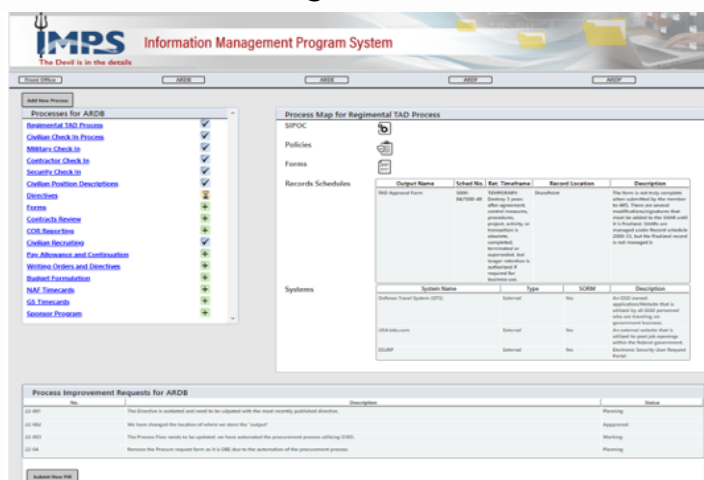


INFORMATION MANAGEMENT PROGRAM SYSTEM

The Information Management Program System (IMPS) capability built within Microsoft Office 365 is an integrated application that links many diverse components/capabilities into one information management product. Allowing Directives/Policy Managers to manage internal and external policies, Forms Managers to manage internal and externally utilized forms, templates, and Instructions, and at the heart of it all, allowing processes to be aligned to the organizational Hierarchy while capturing the process, supporting policy, inputs (forms, etc), and outputs without duplication or utilization of older versions. IMPS also aligns all outputs with established organizational Record Schedules to work with automated compliance of storage and disposition while capturing any system needed to support a process. Thus, in one application, you have Knowledge Management (process collection), Policy/Directives Management, Forms Management, Records Management, and Data Management (systems) programmatic support. We designed it so that each role performs their responsibilities as outlined in policy while being able to pull from and add to the efforts of the other roles as required.

KEY FEATURES

- O365 SharePoint Product available at the regiment and battalion levels
- Links many diverse components/capabilities into one integrated Information Management Product
- Ties into centralized Process List
- Utilizes Org Structure by command
- Pulls into File Plan by Section
- Pulls from and adds to Forms and Directives Management Libraries



PROCESS ARTIFACT LIBRARY (PAL) BENEFITS



One location for all staff to find everything they need to start and finish any process.



Reduces training time during turnover



Automates Organizational File Plan (Records Management).



Allows staff to find processes, regardless of who owns it.



Usable outcomes that set the stage for automation and performance measurements



Allows the staff to notify the process owners when something has changed



Component based allowing for continued growth of capabilities and data linkages.

Business Integration

Process Page Features:

1. Download Process Flow (SIPOC)
2. View supporting Policies
3. Access needed Forms, Templates, Instructions
4. View and go to Linked processes – Cross sectional processes
5. Outputs and record schedules
6. Systems required during process
7. Process Status
 - o Identified
 - o Draft
 - o Complete

Process Map for Regimental TAD Process

Record Outputs	Output Name	Record Location	Description
	TAD Approval Form	SharePoint	The form is not truly complete when submitted by the member to A&S. There are several modifications/signatures that must be

Systems	System Name	Type	Description
	Defense Travel System	External	An OSD owned application/Website that is utilized by all DOD personnel who are traveling on government business.

Next Steps for IMPS

1. Complete Process Mapping
2. Continue process automation activities.
3. Build out Directives Management
4. Build out Forms Management
5. Build out Records Management:
File plan creation (CROSS integration)

Process Improvement Request (PIR)

- Allows users to submit changes for existing processes and link to the process.
- Allows users to upload updated forms, policies, etc. as identified.
- Tracks all process changes

No.	Process	Description	Status
2-1	Regimental TAD Process	The Directive is outdated and needs to be updated with the most recently published directive.	Approved
2-2		We have changed the location of where we store the "output".	Approved
2-3		The Process Flow needs to be updated, we have automated the procurement process utilizing O365.	Working
2-4		Remove the Procure request form as it is ODE due to the automation of the procurement process.	Planning



Information Management / Knowledge Management

Supporting PAL, Hartwood provides Business Process Analysis to identify, document, and automate processes utilized within an organization as well as Policy Writing to support processes, and records management expertise to ensure all the outputs generated by the processes are tagged, stored, and then disposed of in accordance with regulations and law.