



CIGO Prep Course

Syllabus

Information Governance Concepts, Definitions, and Principles

- The IG "Perfect Storm" - GDPR, Breaches, Big Data
- The Onslaught of Big Data and the Information Governance Imperative
- Defining Information Governance
- IG Is Not a Project, But an Ongoing Program
- Why IG Is Good Business
- Failures in Information Governance
- Form IG Policies, Then Apply Technology for Enforcement

Information Governance Principles

- Sedona 11 IG Principles
- Generally Accepted Recordkeeping Principles®
- Assessment and Improvement Roadmap
- Cybersecurity Principles
- Privacy Principles

Information Governance, IT Governance, Data Governance: What's the Difference?

- Data Governance
- IT Governance
- Information Governance
- Impact of a Successful IG Program
- Summing Up the Differences

Information Risk Planning and Management

- Step 1: Survey and Determine Legal and Regulatory Applicability and Requirements
- Step 2: Specify IG Requirements to Achieve Compliance
- Step 3: Create a Risk Profile
- Step 4: Perform Risk Analysis and Assessment
- Step 5: Develop an Information Risk Mitigation Plan
- Step 6: Develop Metrics and Measure Results
- Step 7: Execute Your Risk Mitigation Plan
- Step 8: Audit the Information Risk Mitigation Program



Strategic Planning and Best Practices for Information Governance

- Crucial Executive Sponsor Role
- Evolving Role of the Executive Sponsor
- Building Your IG Team
- Assigning IG Team Roles and Responsibilities
- Align Your IG Plan with Organizational Strategic Plans
- Survey and Evaluate External Factors
- Formulating the IG Strategic Plan

Business Considerations for a Successful IG Program

- Introduction to Infonomics & Data Monetization
- Calculating Information Costs
- Big Data Opportunities and Challenges
- Full Cost Accounting for Information
- Calculating the Cost of Owning Unstructured Information
- The Path to Information Value
- New Information Models
- Future State: What Will the IG-Enabled Organization Will Look Like?

Information Governance and Legal Functions

- Introduction to e-Discovery: The Revised 2006 FRCP Changed Everything
- 2015 FRCP Revisions
- Big Data Impact
- More Details on the Revised FRCP Rules
- Landmark E-Discovery Case: Zubulake v. UBS Warburg
- E-Discovery Techniques
- E-Discovery Reference Model
- The Intersection of IG and E-Discovery
- Building on Legal Hold Programs to Launch Defensible Disposition
- Destructive Retention of E-Mail
- Newer Technologies that Can Assist in E-discovery
- Defensible Disposal: The Only Real Way to Manage Terabytes and Petabytes
- Retention Policies and Schedules

Information Governance and Records and Information Management Functions

- Records Management Business Rationale
- Why Is Records Management So Challenging?
- Benefits of Electronic Records Management



- Additional Intangible Benefits
- Inventorying E-Records
- Generally Accepted Recordkeeping Principles®
- E-Records Inventory Challenges
- Records Inventory Purposes
- Records Inventorying Steps
- Ensuring Adoption and Compliance of RM Policy
- General Principles of a Retention Scheduling
- Developing a Records Retention Schedule
- Why Are Retention Schedules Needed?
- What Records Do You Have to Schedule? Inventory and Classification
- Rationale for Records Groupings
- Records Series Identification and Classification
- Retention of E-Mail Records
- How Long Should You Keep Old E-Mails?
- Destruction Retention of E-Mail
- Legal Requirements and Compliance Research
- Event-Based Retention Scheduling for Disposition of E-Records
- Prerequisites for Event-Based Disposition
- Final Disposition and Closure Criteria
- Retaining Transitory Records
- Implementation of the Retention Schedule and Disposal of Records
- Ongoing Maintenance of the Retention Schedule
- Audit to Manage Compliance with the Retention Schedule

Information Governance and Privacy and Security Functions

- GDPR
- CCPA
- Privacy Policies & Notices
- Privacy & RIM
- Cyberattacks Proliferate
- Insider Threat: Malicious or Not
- Privacy Laws
- Defense in Depth
- Controlling Access Using Identity Access Management
- Enforcing IG: Protect Files with Rules and Permissions
- Challenge of Securing Confidential E-Documents
- Apply Better Technology for Better Enforcement in the Extended Enterprise
- E-Mail Encryption
- Secure Communications Using Record-Free E-Mail
- Digital Signatures
- Document Encryption
- Data Loss Prevention (DLP) Technology
- Missing Piece: Information Rights Management (IRM)



- Embedded Protection
- Hybrid Approach: Combining DLP and IRM Technologies
- Securing Trade Secrets after Layoffs and Terminations
- Persistently Protecting Blueprints and CAD Documents
- Securing Internal Price Lists
- Approaches for Securing Data Once It Leaves the Organization
- Document Labeling
- Document Analytics
- Confidential Stream Messaging

Information Organization and Classification: Taxonomies and Metadata

- Importance of Navigation and Classification
- When Is a New Taxonomy Needed?
- Taxonomies Improve Search Results
- Metadata and Taxonomy
- Metadata Governance, Standards, and Strategies
- Types of Metadata
- Core Metadata Issues
- International Metadata Standards and Guidance
- Records Grouping Rationale
- Business Classification Scheme, File Plans, and Taxonomy
- Classification and Taxonomy
- Prebuilt versus Custom Taxonomies
- Thesaurus Use in Taxonomies
- Taxonomy Types
- Business Process Analysis
- Taxonomy Testing: A Necessary Step
- Taxonomy Maintenance
- Social Tagging and Folksonomies

Content Services

- ECM vs Content Services
- Content Services Components
- Causes for ECM Failure
- Leading Solutions & Approaches
- Long Term Digital Preservation

Maintaining an Information Governance Program and Culture of Compliance

- Monitoring and Accountability
- Staffing Continuity Plan
- Continuous Process Improvement
- Why Continuous Improvement Is Needed