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