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COURSE BROCHURE

Information Governance and Records Strategy Training Course

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Information Governance and Records Strategy Training Course

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Information Governance and Records Strategy is a 1-week training course for information governance leads, records managers and compliance officers, in which each participant drafts an information governance strategy roadmap for their organisation. Boards now treat information as an asset carrying legal, security and reputational exposure, so someone must decide who owns it and how it is kept. Jupiter Prime Training runs this course for leaders who set that direction.

Why Information Governance and Records Strategy Matters Now

Three pressures shape this subject today. Data protection and freedom of information expectations demand that an organisation can locate, explain and release what it holds. Cloud platforms and collaboration suites scatter content across systems no single unit controls. Executive committees want evidence that information supports decisions rather than piling up as cost. Organisations with clear ownership answer audits and requests calmly; others duplicate storage, lose evidence and struggle after incidents. The course rests on ISO 15489-1 for records concepts and principles and uses ISO 16175 when strategy turns into requirements for records software.

Who Gains Most from Information Governance and Records Strategy

- Leads who chair information governance groups and set policy direction
- Records managers responsible for file plans, retention and archives
- Compliance officers who track legal and contractual obligations on information
- Security and privacy coordinators who classify and protect information assets
- Planning officers who turn corporate strategy into departmental initiatives

An organisation gains most when its records manager, compliance officer and security coordinator attend together, because the roadmap needs agreement across all three functions.

Information Governance and Records Strategy Capabilities

The outcomes link policy, ownership and sequencing so that information decisions follow corporate priorities.

- Assess the maturity of current information practice against a reference model — the steering group
- Design an accountability structure with named owners and stewards — executive sponsors
- Build an information asset register covering value, risk and location — security and privacy leads
- Specify a policy hierarchy from principles to procedures — department heads
- Weigh competing initiatives by benefit, effort and exposure — the investment committee

- Communicate a sequenced roadmap with milestones and measures — the board

Key Information Governance and Records Strategy Terms

- Information governance — the framework of accountabilities, policies and controls that decides how an organisation creates, uses, protects and disposes of information.
- Information asset — a body of information with recognised value to the organisation, managed as one unit with a named owner.
- Information asset owner — the senior person accountable for an asset's use, protection and lifecycle decisions.
- Maturity model — a staged scale used to rate current practice and set a realistic target level for each capability.
- Policy hierarchy — the layered set of principles, policies, standards and procedures, each level giving detail to the one above.
- Strategy roadmap — a time-sequenced view of initiatives, dependencies and measures that moves practice from current to target state.

Information Governance and Records Strategy Day by Day

Day 1: Information as a Corporate Asset

- Corporate Strategy Mapping — Linking Information Priorities to Business Goals
- Stakeholder Analysis — Identifying Who Shapes Information Decisions
- Legal and Contractual Obligation Inventory — Framing Exposure on Information
- ISO 15489-1 Principles — Setting the Records Foundation of Governance
- Current-State Maturity Assessment — Rating Practice Before Planning Change

Day 2: Accountability and Policy Architecture

- RACI Matrix for Information Roles — Assigning Owners, Stewards and Custodians
- Governance Committee Charter — Defining Mandate, Membership and Escalation
- Policy Hierarchy Design — Ordering Principles, Policies and Procedures
- Acceptable Use and Classification Policy — Setting Handling Rules by Sensitivity
- Policy Exception Process — Deciding When Departures Are Tolerated

Day 3: Information Asset Registers

- Asset Identification Interviews — Discovering What Each Function Holds
- Register Attributes — Recording Owner, Location, Value and Sensitivity
- Risk Rating of Assets — Prioritising Protection and Records Effort
- Records Retention Linkage — Connecting Assets to Keeping Rules
- ISO 16175 Functional Requirements — Translating Needs into System Criteria

Day 4: Prioritising and Sequencing Initiatives

- Gap Analysis Against Target Maturity — Selecting Capabilities to Lift
- Benefit, Effort and Exposure Scoring — Ranking Candidate Initiatives
- Dependency Mapping — Ordering Work Across Records, Security and IT
- Key Performance Indicators — Measuring Progress of Information Practice
- Business Case Narrative — Securing Sponsorship and Resources

Day 5: Practising the Information Governance Strategy Roadmap

- Maturity Findings Review — Confirming Starting Points from Day One
- Accountability Model Draft — Applying Day Two Role Assignments
- Asset Register Sample — Testing Day Three Attributes on Live Assets
- Peer Challenge Panel — Stress-Testing Priorities and Dependencies
- Information Governance Strategy Roadmap — Completing the Sequenced Plan

Applying Information Governance and Records Strategy After the Course

- Run asset identification interviews with two departments and populate the first entries of an information asset register
- Present a draft RACI matrix for information roles to the governance group and agree named owners

Information Governance and Records Strategy Questions FAQ

What is information governance and records strategy, and why does it matter now?

Information governance and records strategy sets who owns information and how it is kept, protected and released. It matters now because content spreads across cloud systems while requests, audits and incidents demand fast, defensible answers.

Which roles gain most from information governance and records strategy training?

Information governance leads, records managers and compliance officers gain most, along with security and privacy coordinators who classify assets and planning officers who sequence departmental initiatives.

How does information governance and records strategy training differ from a document control course?

It works at organisational level on ownership, policy and sequencing, rather than on numbering, revisions and transmittals of individual project documents.

What do you bring back from information governance and records strategy training?

You bring back an information governance strategy roadmap with a maturity baseline, owner structure, sample asset register and ranked initiatives. Examples come from healthcare providers and utilities.

Information Governance and Records Strategy: The Way Forward

The information governance strategy roadmap first informs which capability the steering group funds in the coming cycle. Records managers, compliance officers and security leads use it to coordinate effort and report progress against agreed measures. After its first review, revisit the maturity ratings and asset owners, since restructures and new platforms shift both quickly.