

IM Aware

SharePoint Migration

Thanks for tuning in.
The Live Event will begin shortly!

Ask questions using the Q&A function.

Your microphone is automatically muted.

Your camera will not be in use.

Turn your audio up to ensure you can hear the presenter.



Directors Updates



IM Aware September 2024

Sherri Bower, Director Content Management Operations
Dan Arnold, Director IM Programs
Riza Gallerde-Aryee, Acting Director Records and Storage
Enterprise Content Management Branch
Data and Content Management Division

Content Management Operations



CMO Updates

- **Technical Services**
 - **GovLabs.ai** Looking at intake for Sept-Jan to continue testing on FCT auto-classification.
 - Videos created for application developers
 - [Resources \(sharepoint.com\)](https://sharepoint.com)
- **FCT virtual assistant**
 - Bernie virtual assistant “chatbot” went live August 29
 - Updated and published 3 videos that provide information about the FCT and implementing it in SharePoint Online
 - Published two articles on FCT in Digital Advisor

CMO Updates

- **eDiscovery**
 - Migrating existing eDiscovery site from SP 2016 to a new SPO site designed to provide litigation support information to general GoA employees and targeted audience groups, including custodians and legal teams
- **Schedule Modernization**
 - HR schedule in review with Schedule Review Committee
 - Finance schedule at ARMC for review September 16, 2024
- **Forms**
 - RFI for Software Modernization was posted and closed on August 13. The team are reviewing all submissions as the RFI informs the creation of an RFP.



Information Management Programs



Content Inventories

- Moving into our second last quarter for Content Inventories.
- Finalizing CI's from:
 - Arts Culture and Status of Women,
 - Justice,
 - Executive Council.
- Starting engagement with:
 - Energy and Minerals,
 - Immigration and Multiculturalism,
 - Service Alberta and Red Tape Reduction,
 - Technology and Innovation,
 - Transportation and Economic Corridors.
- Completion date is March 2025.

Advice and Consultation

- Top Requesters (Not TI)
 - Education
 - Public Safety and Emergency Services
 - Service Alberta
 - Children and Family Services
 - Seniors Community Social Services
- Number of Tickets
 - June - 107
 - July - 76
 - Aug - 57
- Top Categories
 - SPO
 - Retention Schedules
 - Disposition Support



New PQRs



- Digitization PQR
 - Digitization Processes (Actually digitizing files)
 - Digitization Services (Level 1 prep, inventorying, etc.)

- IMT Research and Advisory PQR
 - Research Services
 - Strategic Advice and Consultation
 - Research Materials, Resources and Tools
 - Access to specialists on per hour basis

- You can access either one through GoA.ITProcurement@gov.ab.ca

Records and Storage



Updates

Active File Management

- Digitization Initiatives
 - Environment and Protected Areas
 - Municipal Affairs
 - Indigenous Relations
 - Education
 - Advanced Education
 - Affordability and Utilities
 - Public Safety and Emergency Services
- File room consolidation
- Collaboration with Robotics Process Automation
- Service requests transitioning to Bernie (AFM & TSD)

Updates

Transfers, Storage and Disposition

- ARC Digitization Project
 - Digitizing all the Destroyed Transmittals and uploading to Master Disposition in SharePoint.
 - Document Preparation – 26% complete
 - Documents Scanned – 26% complete (78,465 images)
 - Total Project Completed – 6% Complete

- Records Operations
 - ARC Inventory validation project – 10% complete



Thanks

Unless otherwise quoted, all photos from <https://unsplash.com/>



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Thanks for tuning in.

To join our mailing list email:

goa.informationmanagement@gov.ab.ca

