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Developing a changing records culture

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0  **Developing a changing records culture**

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University Records Manager

1  **Overview**

- Implementation & change management
- Helpful models & guidance
- Putting the theory into practice

2  **John Kotter**

*A force for change: how leadership differs from management* (1990)

- Establish a sense of urgency
- Form a powerful guiding coalition
- Develop a clear vision
- Share the vision
- Empower others to act on the vision
- Secure quick wins
- Consolidate and keep moving
- Anchor the new approaches

3  **Rosabeth May Kanter**

*The change masters – corporate entrepreneurs at work* (1984)

1. Loss of control.
2. Excessive personal anxiety.
3. Avoid surprises.
4. The “difference effect”.
5. Loss of face.
6. Concerns about competence.
7. Ripples/chaos effect.
8. More work.
9. Past resentments.
10. Real threats.

4  **Simmons & Dickinson**

*Readiness for change matrix*

5  **JISCinfoNet**

*Implementing an EDRMS: toolkit* at <http://www.jiscinfonet.ac.uk/InfoKits/edrm>

1. Positioning.
2. Project management.
3. Information gathering & analysis.
4. Feasibility study/options review.
5. Making the business case.
6. Defining the statement of requirements.
7. Procuring the solution.
8. Managing the implementation
9. Measuring the results.
10. Project closure.

6  **EDRMS project: phases directly affecting end users**

- Planning
- Laying the foundations
- Piloting
- Rolling out
- Embedding

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