Table 1 – Proposed Projects

Shaded areas are the suggested period to undertake the projects.

Item No.	Projects	Cost	1Q 2009	2Q 2009	3Q 2009	4Q 2009	1Q 2010	2Q 2010	3Q 2010	4Q 2010
1	Scanning of student records project – filing of hard copy student records will be phased out in 2009, with the introduction of electronically managed student records accessible through a TRIM web interface.	$150,000								
2	Support the development of Workflow concepts in TRIM.	(to be assessed)								
3	Develop an information classification scheme for use within TRIM (replacing the Trim Thesaurus)	Approx $15k funded from departmental savings								
4	Develop a detailed archive & records destruction process / program.	Using current resources								
5	Trim training package to be reviewed, focus will be on understanding basic compliance needs, and appropriate recordkeeping practices,	Using current resources								
6	Capture and store candidates lists and student results electronically (VERS),	(to be assessed)								
7	Capture and store committee records electronically in TRIM,	Using current resources								
8	Scanning of Corporate Records in an electronic format by 2011.	(to be assessed)								
9	Investigate opportunities of core systems integration with TRIM Electronic Document Management processes to reduce the need for hard copy files.	(to be assessed)								