



3 Steps to Advancing Your Information Governance Program

RICOH
imagine. change.

*Let's face it,
most companies
have an
information problem...*

Organizations commonly face information-related challenges, yet many don't have a long-term governance program in place to potentially solve those challenges (and mitigate risk).

A proper Information Governance (InfoGov) plan is built with a multi-year strategy in mind, and a good program provides built-in flexibilities based on the organization's priorities, current needs, and challenges.



So why is there a hesitancy to start (and maintain) an Information Governance program? Is it because it seems too massive and overwhelming? Too resource-heavy? Too costly?

This eBook highlights the true value of InfoGov to demonstrate why none of these reasons should be obstacles to InfoGov fulfillment.

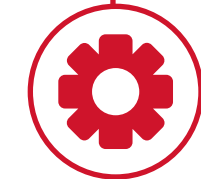
The foundational key is understanding that information is part of a life-cycle.



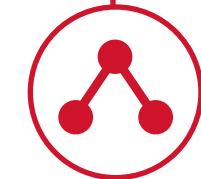
Create



Store



Use



Share



Archive



Destroy

And each part of the life-cycle is *critical* to an organization's success in limiting risk and setting itself up for sound business decisions.

Wondering where to start? There are plenty of simple opportunities to begin an InfoGov program. And as you start to place our information into this life-cycle, the more effective your program will be.



If you truly are starting from scratch — stop now and schedule an assessment with an Information Governance professional.

Note: Ricoh 's subject matter experts are here to help with this or review our [Quick Assessment Survey](#).

After you've established benchmarks and understand where your organization falls in the maturity and development of information processes and procedures, you can really dig in.

Here's what you need to advance
your InfoGov program.



01

Define your actual challenges

In many companies, getting everyone on the same page is often one of the biggest challenges. Oftentimes employees don't comply with the organization's policies because they are simply unaware of them. Have you set up processes to communicate, train and socialize information-related policies? Do you have plans to enforce, monitor, and obtain feedback on an ongoing basis?

Another common challenge is the belief that InfoGov can be handled as a short-term project or series of projects rather than a long-term, sustainable *program*. A proper InfoGov plan is built with a multi-year strategy in mind for ongoing accountability.





02

Identify the stakeholders

There's no single department in charge of developing and maintaining an InfoGov program. A comprehensive program brings key stakeholders together to solve information related problems. Who are these people in your organization? Which departments do they represent?

This team should have a proper mix of legal, compliance, HR, IT, and key business stakeholders. So much can be solved with the right individuals sitting around the same table.





03

Consider your resources (budget, people, technology)

There are always InfoGov initiatives that require little to no budget. Proper guidance can help build an ongoing budget — and find the balance between budget and people-powered tasks.

A barrier that frequently comes up is what we call “the technology conundrum”. Many organizations will have a knee-jerk reaction and reach for technological solutions to solve all their problems, but an InfoGov program shouldn’t mean revamping your IT world. Oftentimes, existing tools and technology are sufficient. A good InfoGov program will build the right pieces around to use everything more effectively and achieve the desired results.



In truth, the best time to advance (or start)
your Information Governance program is now.

Are you ready?

Here are some final thoughts if you're still having cold feet:

- 01** Now is the time to discover if your biggest issue is easily solved with improved collaboration — or if your issues are critical and have serious legal implications.
- 02** Embrace the fact that information involves everyone. And it's being managed (and mismanaged) by every single person at every single organization.
- 03** Demonstrate both tangible and intangible ROI to stakeholders with KPIs that measure cost, efficiency, value and risk related to managing and governing information within your organization.



When you're ready for expert guidance,
connect with Ricoh.

Our approach provides clients with a roadmap to proactively manage your info as an asset and extract maximum value from it while avoiding the associated risks.

Contact us at sales@ricohlegal.com

www.ricoh-usa.com/infogov