Vision and Goals for Information Management at Victoria

Vision

Victoria and its communities realise the maximum benefit from information because it is managed as a strategic asset. Victoria’s position as a research and education leader is supported by effective management of information.

Goals

Information management resources and services provide effective support for research, learning and teaching; thereby facilitating improvement in overall performance:

1. Victoria staff and students have the skills, tools and capabilities they need to access and share information as they conduct research, learn and teach, and participate in the global community.
2. Victoria attracts and retains high quality staff, students and partners because we provide world class information management support.
3. The knowledge and understanding created and held by staff is captured to benefit Victoria staff, students, and communities.

Victoria information related resources enable effective leadership and management of the University:

4. Investment in and management of information assets contribute significantly to the financial sustainability of the University.
5. Victoria leaders and managers have a clear and accurate view of how well the university is achieving its strategic goals, and can quickly anticipate and adapt to new challenges and opportunities.
6. Victoria staff are able to perform their administrative duties effectively and efficiently.

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Information as defined here includes all data and information used, created or disseminated by Victoria.
Principles for Information Management at Victoria

Information is a strategic resource as are people, money, and physical assets. Further, information is the means through which Victoria provides value to its communities. Therefore, all Victoria information is managed so as to maximise its value.

Governance, Planning and Architecture

1. The information management governance structure sets the strategic direction for information management at Victoria, and ensures that the direction is followed.

2. To ensure appropriate levels of governance for the diversity of information management needs in Victoria, all information management services will reside in one of three tiers, and each tier will have levels of control appropriate to the communities affected:
   - Core services
   - Shared services
   - Locally driven and managed services.

3. The purpose of the enterprise architecture is to ensure alignment of information management with Victoria’s strategic plan through an information management blueprint and roadmap.

4. Architectural standards ensure the efficiency and effectiveness of core and shared information resources.

5. Information assets directly support the strategic goals of the University and their underlying processes.

6. Information is managed in accordance with external legislative and regulatory requirements.

Investment

7. Investment in information management resources is focused on enabling research, learning and teaching, and on the services required to support them.

8. When considering information management investments, Victoria adopts the following priorities for sourcing solutions:
   - Reuse existing systems, applications, services or other resources
   - Buy or outsource if reuse is not practical
   - Build when reuse, purchase or outsourcing are not practical, and as a matter of last resort.

9. To maximise reuse, and as a basis for sound and informed planning and investment, Victoria will maintain an inventory of all core and shared information assets and resources. The inventory will include local information assets to the extent practical and appropriate.

10. The costs versus the benefits (including total cost of ownership) are considered when planning or making information management investments.

Customers

11. Everyone can easily find, access and share the information they are entitled to when they need it.

12. Information management services are created and maintained in partnership with Victoria staff and students.

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2 Except where innovation is the primary driver.

3 Includes systems, interfaces, applications, hardware and software and support staff.
13. Innovation and creativity in information management and technology in the academic community is valued and allowed to occur as appropriate.

14. Staff and students have confidence in the information resources provided by the University.

15. Appropriate standards are employed to facilitate access to information and related services.

Quality of Information

16. Data and information contained within and generated by Victoria systems are accurate, reliable, and available.

17. Every strategic data element and related attribute in the information architecture has a custodian, standards, and maintenance procedures.

18. Where possible, data is derived from a single trustworthy source. Changes should be made to the single source and changes to the derived data automatically generated.

Retention and Disposal

19. Essential information is retained while required and then appropriately disposed of in accordance with Victoria standards and external obligations. Additionally, appropriate information will be retained in University archives, constituting Victoria’s captured memory.

Technology Solutions

20. Information management technology solutions continuously deliver tangible & visible benefits to Victoria.

21. Information management technology solutions are interoperable, flexible and scalable to the fullest extent practical.

22. Information management technology solutions are fit for purpose.