

Prepare a Business Case for the development and implementation of records management policies and procedures in an organisation of your choice.

The Business Case should be designed for submission to and approval by the senior management board of the organisation and should address:

- The issues/difficulties that currently exist with regard to records management
- The risks associated with such issues
- How records management can address such issues and how the organisation will benefit
- A methodology for the design and implementation of the records management programme
- A governance/reporting structure for the records management programme
- The resources required for successful implementation
- Key projects targets/milestones.