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Date: 1/23/03 1:58PM
Subject: E-Gov, E-Records

I'd like to thank all of you for your continued support and interest in
the work being conducted under Issue Area Two (Enterprise-wide
Electronic Records Management (ERM)) of the National Archives and
Records Administration's Electronic Government (E-Gov) Initiative

Attached is an outline for the second of the four deliverables to be
produced under the ERM Issue Area. This deliverable, "Methodology for
Determining Agency-unique Requirements for Electronic Records
Management" is a document intended to provide guidance to federal agency
staff developing functional requirements for an ERM system   The
guidance will address the development of functional requirement beyond
those contained in the Department of Defense's 5015.2 document

Please review and provide comments on the outline. Comments should be
retuned to me by Friday, February 7th.

Again, thank you for your continue interest.

(See attached file: Requirements Methodology Outline v0.03 20030102.doc)

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Electronic Records Management (ERM) Electronic Government (E-Gov) Initiative

Enterprise-wide Electronic Records Management Issue Area

**Methodology for Determining Agency-unique Requirements
Not Contained in DOD 5015.2 STD**

Introduction
- Discuss the purpose, scope, intended audience, etc., for the document.

ERM Initiative
- Discuss the NARA's ERM Initiative under OMB.
- Discuss EPA's ERM application pilot Issue Area under the NARA initiative.
- Discuss this documents place as number 2 of 4 documents to be produced under the Issue Area.

Application of This Methodology
- Discuss ways the information and methodology in this document can be used by the reader within their own Agency or organization.

ERM Applications
- Discuss what they are, what they do, relation to DMS, etc.
- Set the stage for what the requirements should describe.

DoD 5015.2 STD
- Discuss 5015.2 in terms of history, requirement for DoD, defacto standard for rest of federal government (NARA ERM Initiative Issue Area 3, Electronic Information Management Standards goals).
- Discuss what 5015.2 IS and IS NOT.

Requirements Gathering
- Discuss the process of gathering requirements that are not in 5015.2. Each of the sections below describe possible sources for Agency-specific requirements.

Determine ERM Scope
- o Which records will be managed (E-mail, documents, paper, etc.)?
- o How much of the Agency (Agency-wide, certain divisions/bureaus/programs, etc.)?
- o Who will use it (record keepers/records officers/everyone)?

Inventory Current Systems
- o Records systems.
- o Determine if a legacy system is to be integrated or migrated.
  - If integrated, what functionality should integration support?
  - If migrated, what functionality should be replicated?

Review Infrastructure/IT RoadMap
- o Review the Agencie's supported technologies, i.e. network, servers, security, desktop applications, etc..

Review Agency Records Management
- o Review the Agencie's RM policies, file plans, and schedules for specific requirements.

Review Agency Mission
- o Determine if the Agency mission, goals, activities, etc., result in unique requirements.

Interview Stakeholders
- o Management, Records Officers, records owners, representatives from the expected user community.

Review Available Standards
- o Discuss standards that can be reviewed for additional information, i.e. Model Requirements for the Management of Electronic Records (MoReq), AIIM Standards Committee on Integrating Records Management and Document Management Requirements, etc.

Requirements Development
- Discuss the process of evaluating the gathered information to determine final requirements.

Determine Requirements Criteria
- o Discuss what makes a good requirement.
- o What is in-scope vs. out-of-scope?
- o What level of detail should be described by the requirements?

Analyze Results
- o Discuss how the gathered information is used to generate the requirements.
    - o Requirement is descriptive.
    - o Requirement is in-scope.
    - o Requirements are not duplicative.
    - o Etc.

Requirements Classification
- o Discuss mandatory vs. optional requirements.

Requirements Review
- o Discuss stakeholder review of requirements.
- o Discuss incorporating stakeholder comments.

Finalize Requirements
- o Discuss the iterative process of requirements analysis and the repetition of steps above to complete the requirements.

Conclusion
- Summarize the requirements process.
- Discuss the place of requirements analysis in the system life-cycle.
- Reinforce the importance of need to perform this step correctly and completely.
- Briefly discuss next steps, i.e. criteria development, COTS evaluation.