

**Monday Night – 5/14/18 thru 7/9/18**

# Study Group *Greater Kansas City ARMA* Information Governance Professional (IGP)

<https://www.arma.org/page/Certifications>

Location: Central Resource Library, 9875 W 87th St, Overland Park, KS 66212, (913) 826-4600  
“Central Conference Room 2”

**Who should join this study group?** Anyone working in a records management role

**Recommended education and work experience:**

- BA / 3yrs of management or leadership, OR
- Secondary degree/ 6 years of management or leadership

**Books/Materials Needed:** IGP Study Guide and Exam Workbook (Other materials vary (Dependent on self assessment explained in the IGP Study Guide and Workbook)

**Testing Window(s):** March 19 thru May 18. (Apply by May 11); Sep 24 thru Nov 17 (Apply by Nov 10)

Week	Date/Time	Content Area:	Learning Objectives
1	05/14/18 6-7:45pm	Getting Started	Prepare for the Course Plan what you need to know and do to prepare for the exams
2	05/21/18 6-7:45pm *Room 3	A. Managing Information Risk and Compliance	1. Monitoring the legal and regulatory landscapes 2. Identify internal and external compliance requirements 3. Prepare a risk profile 4. Conduct a risk assessment 5. Develop risk and compliance metrics 6. Create the mitigation plan 7. Manage the risk mitigation plan 8. Conduct risk and compliance audits
3	06/04/18 6-7:45pm *Room 1	B Developing the IG Strategic Plan	1. Align resources to develop the plan 2. Analyze internal drivers 3. Analyze external drivers 4. Develop a strategic plan
4	06/11/18 6-7:45pm	C Developing the IG Framework	1. Conduct due diligence to identify standards to guide the IG Framework 2. Establish enterprise IG policies and standards 3. Develop authority, roles, and responsibilities 4. Develop communications and training 5. Develop auditing and enforcement mechanisms for the framework
5	06/18/18 6-7:45pm	D Establishing the IG Program	1. Establish program scope, mandate, and reporting 2. Assign accountability 3. Implement the IG program 4. Manage the IG program
6	06/25/18 6-7:45pm	E Establishing IG Business Integration and Oversight	1. Define the current state of business processes 2. Define the current state of technology use in business processes 3. Align the IG framework with business area requirements 4. Participate in information management decisions
7	07/2/18 6-7:45pm	F Aligning Technology with the IG Framework	1. Identify how technology is used in the business 2. Monitor and evaluate technology trends 3. Evaluate hardware, software, and data life cycles 4. Align the IG strategic plan and framework with the IT strategy and operations
8	07/09/18 6-7:45pm	Review	Review