DSM6405 Risk and Innovation in Information Management (Distance Learning)



Introductory Short Course

1

Murray-Webster, R., Great Britain. Office of Government Commerce: Management of risk: guidance for practitioners. TSO, London, [England] (2010).

2.

H.M. Government: Risk assessment handbook, http://www.nationalarchives.gov.uk/documents/information-management/risk-assessment-handbook.pdf, (2011).

3.

Williams, G.: Everything you wanted to know about Management of Risk: Guidance for Practitioners (M_o_R®) in less than one thousand words, http://www.best-management-practice.com/gempdf/MoR_1000Words_White_Paper_May09.pdf, (2009).

4.

FINRA Fines Barclays \$3.75 Million for Systemic Record and Email Retention Failures | Reuters,

http://www.reuters.com/article/2013/12/27/dc-finra-idUSnBw265098a+100+BSW20131227

5.

NHS trust fined £175,000 for 'troubling' data security breach, http://www.theguardian.com/uk/2012/aug/06/nhs-trust-fined-data-security.

6.

McKie, R., Thorpe, V.: Digital Domesday Book lasts 15 years not 1000, http://www.theguardian.com/uk/2002/mar/03/research.elearning.

7.

Official migration statistics 'little better than a guess', says report, http://www.theguardian.com/uk-news/2013/jul/28/official-migration-statistics-guess-report.

8.

Kelion, L.: Dyson sues Samsung over new vacuum's steering mechanism, http://www.bbc.co.uk/news/technology-24023430.

9.

The UK Cyber Security Strategy: Protecting and promoting the UK in a digital world, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60961/uk-cyber-security-strategy-final.pdf.

10.

Office of Cyber Security and Information Assurance, https://www.gov.uk/government/groups/office-of-cyber-security-and-information-assurance

11.

Currall, J.: Security and the digital domain. In: Record keeping in a hybrid environment: managing the creation, use, preservation and disposal of unpublished information objects in context. pp. 47–68. Chandos, Oxford (2006).

12.

Lomas, E.: Information governance: information security and access within a UK context.

Records Management Journal. 20, 182–198 (2010). https://doi.org/10.1108/09565691011064322.

13.

Public Services Network (PSN), https://www.gov.uk/government/groups/public-services-network.

14.

IT security top tips, https://ico.org.uk/for-organisations/it-security-top-tips/.

15

The Statutory Sick Pay (General) Regulations 1982, http://www.legislation.gov.uk/uksi/1982/894/regulation/13/made, (1982).

16.

Legislation.gov.uk, http://www.legislation.gov.uk/.

17.

Department for Constitutional Affairs: Lord Chancellor's Code of Practice on the Management of Records: Issued under section 46 of the Freedom of Information Act 2000, http://webarchive.nationalarchives.gov.uk/+/http://www.dca.gov.uk/foi/reference/imprep/codemanrec.htm, (2009).

18.

Guide to freedom of information, https://ico.org.uk/for-organisations/guide-to-freedom-of-information/.

19.

Guide to data protection, https://ico.org.uk/for-organisations/guide-to-data-protection/.

20.

Sarbanes-Oxley Act of 2002, 116 Stat. 745, http://www.sec.gov/about/laws/soa2002.pdf, (2002).

21.

Legislation | Corporate Governance | University of Portsmouth, http://www.port.ac.uk/departments/services/corporategovernance/recordsmanagement/legislation/.

22.

The Cabinet Manual: A guide to laws, conventions and rules on the operation of government,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60641/cabi net-manual.pdf, (2011).

23.

What is the Freedom of Information Act?,

https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/.

24.

The National Archives: Guidelines on developing a policy for managing email, http://www.nationalarchives.gov.uk/documents/information-management/managing-emails.pdf, (2004).

25.

New South Wales State Records Authority: Strategies for managing social media information.

http://www.records.nsw.gov.au/recordkeeping/advice/designing-implementing-and-managing-systems/strategies-for-managing-social-media-information/strategies-for-managing-social-media-information.

26.

Stobo, V., Deazley, R., Anderson, L.G.: Copyright & risk: Scoping the Wellcome Digital Library project. (CREATe Working Paper No. 10), http://www.create.ac.uk/wp-content/uploads/2013/12/CREATe-Working-Paper-No.10.pdf, (2013).

27.

Tchankova, L.: Risk identification – basic stage in risk management. Environmental Management and Health. 13, 290–297 (2002). https://doi.org/10.1108/09566160210431088.

28.

Jisc: Prioritisation, https://www.jisc.ac.uk/guides/managing-strategic-activity/prioritisation.

29.

Henczel, S.: FUMSI Report: Information Auditing Report and Tool Kit, http://web.freepint.com/go/sub/report/947.

30.

Mind Tools: Gap Analysis - Project Management Tools From MindTools.com, https://www.mindtools.com/pages/article/gap-analysis.htm.

31.

Records Management Society of Great Britain: Local Government Group.: Information Audits – Guidelines,

http://www.irms.org.uk/images/resources/infoguides/informationauditguidelines03.pdf, (20)AD.

32.

McLeod, J., Hare, C.: How to manage records in the e-environment. Routledge, London (2006).

33.

The National Archives: Guide 4: Keeping records to meet corporate requirements, http://www.nationalarchives.gov.uk/documents/information-management/rm-code-guide4.pdf, (2010).

34.

Financial Services Authority: FSA Retention Criteria, http://www.fsa.gov.uk/pubs/staff/retention.pdf.

35.

Aberystwyth University: Records retention schedule v1.0, http://www.aber.ac.uk/en/media/departmental/informationcompliance/pdfdocuments/engli sh/records retention schedule v1.0.pdf, (2012).

36.

The National Archives: Guide 8: Disposal of records, http://www.nationalarchives.gov.uk/documents/information-management/rm-code-guide8.pdf, (2011).

37.

Best, D.P.: The fourth resource: information and its management. Gower, Aldershot (1995).

38.

OECD, Eurostat: Oslo Manual: Guidelines for Collecting and Interpreting Innovation Data, 3rd Edition,

http://www.oecd.org/innovation/inno/oslomanualguidelinesforcollectingandinterpretinginnovationdata3rdedition.htm.

39.

Damanpour, F.: Organizational Complexity and Innovation: Developing and Testing Multiple Contingency Models. Management Science. 42, 693–716 (1996).

https://doi.org/10.1287/mnsc.42.5.693.

40.

Baregheh, A., Rowley, J., Sambrook, S.: Towards a multidisciplinary definition of innovation. Management Decision. 47, 1323–1339 (2009). https://doi.org/10.1108/00251740910984578.

41.

Drucker, P.F.: The Discipline of Innovation. Harvard Business Review. 80, 149–157 (2002).

42.

Musa, M.A., Ismail, S.E., Othman, S.: Corporate governance and innovative leaders. Social Responsibility Journal. 4, 34–40 (2008). https://doi.org/10.1108/17471110810856811.

43.

Rowley, J.E.: Being an information innovator. Facet, London (2011).

44.

Bowers, J., Khorakian, A.: Integrating risk management in the innovation project. European Journal of Innovation Management. 17, 25–40 (2014). https://doi.org/10.1108/EJIM-01-2013-0010.

45.

Knowledge Council, H.Government.: Information matters: Building government's capability in managing knowledge and information,

http://web.archive.org/web/20150321235414/http://www.nationalarchives.gov.uk/documents/information-management/information-matters-strategy.pdf, (2008).

46.

Khedhaouria, A., Ribiere, V.: The influence of team knowledge sourcing on team creativity. The Learning Organization. 20, 308–321 (2013). https://doi.org/10.1108/TLO-10-2012-0063.

47.

General Electric Company: What is Six Sigma?, http://www.ge.com/en/company/companyinfo/quality/whatis.htm.

48.

Barney, M.: Motorola's Second Generation, http://www.kellogg.northwestern.edu/course/opns430/modules/quality_management/Mot_S ix Sigma.pdf, (2002).

49.

Hoerl, R.W., Gardner, M.M.: Lean Six Sigma, creativity, and innovation. International Journal of Lean Six Sigma. 1, 30–38 (2010). https://doi.org/10.1108/20401461011033149.