

## ORGANISATIONAL TEMPLATES

The following templates are linked in the relevant sections of this document. Some of them will be applicable as they are; others will not suit or may need to be modified.

[Archive template](#) (MS Excel)

[Confidentiality code of practice template](#) (MS Word)

[Data collection template with updateable chart](#) (MS Excel)

[Documentation guidelines template](#) (MS Word)

[Documentation version control/review template](#) (MS Excel)

[Electronic mail and internet code of practice template](#) (MS Word)

[Emergency checklist](#) (MS Word)

[Equipment movement register](#) (MS Excel)

[File Sharing agreement template](#) (MS Word)

[IM asset register](#) (MS Excel)

[IM budget template](#) (MS Excel)

[IM register](#) (MS Excel)

[Maintenance checklist](#) (MS Excel)

[Physical environment checklist](#) (MS Word)

[Policy and procedure template](#) (MS Word)

[Project plan template](#) (MS Word)

[Risk management template](#) (MS Excel)

[Software and hardware code of practice template](#) (MS Word)

[Survey template](#) (MS Word)

[SWOT Scorecard](#) (MS Word)

[Working offsite code of practice template](#) (MS Word)

[Working offsite environment checklist](#) (MS Word)

***Information Management Framework and Supporting Guidelines***