

In This Issue: Cultural issues to consider when launching an ELN or Records Management Program
Updates on Records and ELNs.

eOrganizedWorld
the Online Information Management Newsletter
for Information Professionals
from Charlie Sodano

Cultural issues to consider when launching an ELN or Records Management Program

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Most of you know that there are many people out there who have beliefs and practices that are quite different than your own. There have been many attempts to measure and quantify differences in personalities. The concept of personality typing refers to the psychological classification of different types of individuals and originated in the theoretical work of Carl Jung. One of the most well and studied systems is called Myers Briggs. Myers Briggs groups personalities into 4 grids; Extraverted/Introverted, Intuitive/Sensing, Thinking/Feeling, Judging/Perceiving. . If you don't know what your type is try this on-line test.

<http://www.humanmetrics.com/cgi-win/JTypes1.htm>

In addition to dealing with personality typing, there is a cultural overlay. People get their culture mostly from family, neighbors and friends. People are social animals and prefer to herd with others who have similar preferences. I'm sure that there are genetic factors also at work.

Personality types and culture should be considered when launching an Electronic LabNotebook or Records Management System. I've seen several examples of companies who studied software alternatives for a long time using the wrong kind of people, that when they finally decided to purchase, the product they picked had been changed substantially.

Here's my recommendation on what personality types are best to start and complete system implementation. For software selection, evaluation and roll-out, you'll want Extraverted-Intuitive-Thinking-Judging types (ENTJ) who come from an open, free enterprise culture. They mentally live in the future; use imagination and creating/inventing new possibilities, best improvise from theoretical understanding. These people quickly grasp fundamentals and alternatives and favor doing something as soon as possible, making modifications/improvements with time. Their selections are usually right on. After things get rolling, it's time to bring in a different personality/culture that will focus on details that will make the system users happier. The Introverted-Feeling-Sensing-Judging personality type (IFSJ) is the best choice. Their cultural should be provincial, focused on the needs of their community. It is not uncommon for companies to start a project with predominately IFSJ types. The usual consequence is an excessively long startup period and investments of extensive resources.

Consideration of personality types could save your company a bundle and deliver the best solutions.

Please pass on this EZine to those in your network.

To leave list or change email address, scroll to bottom.

A link to the EZine is also found at www.eorganizedworld.com

Contact us (consultants@eorganizedworld.com) for additional information about getting your records management program started. We'll give you more free advice and explain how we can continue to work together.

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What's new?
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Records

According to Cohasset Associates Inc., a Chicago-based document management consulting firm, 60% of the 1,596 respondents to a 2007 survey said their organizations had comprehensive records retention schedules that include electronic records, an increase from 51% in 1999. Only 49% of organizations have a formal policy focused on retention practices for email, up only slightly from 45% in 1999. Perhaps more alarming is that the enforcement of these policies is still lacking. According to the Cohasset survey, only 14% of organizations say they always follow their retention schedules, while another 50% say they do so most of the time. Another survey, this one commissioned by CA Inc. and conducted by ARMA International, indicates that only 38% of respondents reported that they manage these records according to their retention schedules.

Autonomy's core infrastructure software the Intelligent Data Operating Layer (IDOL) can understand the meaning of information from over 1,000 data formats including audio, video, IM and email and identify patterns between disparate pieces of information thus ensuring comprehensiveness of the results defensible in court.

Mimosa Systems Inc introduced the Retention and Classification Option to its NearPoint archiving system, which it says will let businesses reduce or eliminate the need for manual classification of content. The software lets companies set rules and policies to analyze information within emails, attachments, files, and other content, and paste tags on that content. The tags can be used to set retention policies and later, once a company is hit with a lawsuit, make it easier to find relevant files.

The ECM market is growing at a rate not much slower than its data target. There are clear market leaders at the top end, such as Documentum, part of EMC, FileNet, part of IBM, Adobe, Alfresco and OpenText, Xerox and others. Microsoft rapidly became a major player with SharePoint, which has some built-in document management and search capability but possibly more importantly is acknowledged as an excellent platform for real-life users of almost any ECM application.

ELN

DNASIS MAX bioinformatics software helps life scientists edit, annotate and analyze DNA, RNA and amino acid sequences. It includes a comprehensive set of analytical tools and can be expanded with optional homology search, multiple alignment and base calling and sequence assembly (Phred/Phrap) modules. Their SmartNote notebook includes BLAST, ClustalW, Primer3, Translation, Restriction Digest, Oligo Analyzer, Reverse Complement, Jalview multiple alignment editor, Phylogenetic Trees, Weblogos, and more. You also access to tools unique to MiraiBio: ASPE Probe and Primer Design tool and the xTAG Software for the Luminex xMAP platform.

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