

IGP EXAM BLUEPRINT

FINAL
WEIGHT

ITEM
COUNT



STEERING COMMITTEE

10%

13

INFORMATION GOVERNANCE LEADERSHIP (IGP) AND MANAGEMENT

- Provide cross-functional expertise and guidance
- Identify and develop the competencies and gaps required by the organization

BUSINESS UNITS

- Analyze business input and needs of organization

TECHNOLOGY

- Assess existing and technological needs of the organization

LEGAL

- Obtain guidance and verify approval on all facets of legal roles

RISK/COMPLIANCE

- Conduct risk and compliance assessment on organizational posture
- Maintain compliance and verify if risk is involved with lifecycle management (e.g., disposition, retention, legal holds)

PRIVACY

- Identify and control records, sources, and inventory with privacy concerns

SECURITY

- Direct and execute on information security concerns (e.g., data breach vulnerabilities, gap analysis, penetration testing)
- Review and approve existing information security policies and procedures (e.g., harmonization, filling gaps, sustainability)



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AUTHORITIES

11%

13

ORGANIZATIONAL CULTURE

- Align information governance with key company drivers
- Educate stakeholders and users concerning information as an organizational asset

RISK TOLERANCE

- Assess risk tolerance of the organization and industry vertical (e.g., organizational, stakeholder, business unit, geographical location)

REGULATIONS

- Identify and adapt to existing regulations
- Monitor and prepare for upcoming regulations which may impact the industry

STANDARDS/BEST PRACTICES

- Identify and adapt existing standards/best practices
- Monitor and prepare for upcoming standards and best practices within the industry (e.g., benchmarking, industry specific standards, international standards)

PRIVACY REQUIREMENTS

- Identify and adapt existing privacy requirements
- Monitor and prepare for upcoming privacy requirements which may impact the industry

INTERNAL AUTHORITATIVE FRAMEWORK

- Identify sources and adhere to guidance of authoritative frameworks within the organization
- Conduct a gap analysis and create additional sources of authority as required

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SUPPORTS

10%

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PROJECT MANAGEMENT

- Identify, lead, and implement project management tools and best practices
- Identify individual motivators to create change in the organization
- Implement organizational change methodologies that allow for a thorough, smooth, and lasting change

COMMUNICATIONS

- Identify and tailor communications based on audience profiles
- Align IG communications with other internal and external messaging (e.g. company values, learning/training programs, etc.)

ORGANIZATIONAL LEARNING & TRAINING

- Evaluate training needs and identify gaps in current employee knowledge
- Develop and verify a proper IG training program (e.g., understanding, tailoring, testing)
- Train stakeholders and users on IG program

HELP DESK/FAQS

- Create and implement IG support (e.g., support line, ticketing system, escalation, FAQ)



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PROCEDURAL FRAMEWORK

16%

20

POLICIES, PROCEDURES, RULES, AND GUIDELINES

- Develop or modify IG roles and evaluate gaps in roles effectiveness
- Harmonize IG procedural framework with other organizational frameworks
- Identify metrics and conduct assessment of effectiveness

ROLES

- Develop or modify IG roles
- Evaluate gaps in roles effectiveness
- Harmonize IG roles with other organizational roles
- Identify the roles of business units within the organizational structure

BENCHMARKING

- Identify metrics and conduct benchmarking to assess program effectiveness
- Identify and remediate gaps in program effectiveness

ACCOUNTABILITY

- Identify accountability standards and roles



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CAPABILITIES

13%

16

INFORMATION ACCESS

- Implement a regular repeatable process for access stakeholders and users based upon the information (e.g., monitoring, auditing, recertifying)
- Assign access rights to users or user groups
- Track and make recommendations based on trends in information access

PROTECTION

- Advocate on different methodologies and accountability of information protection
- Determine risk of potential threats (e.g., inside, outside)
- Educate and assess stake holders and users on methodologies of information protection
- Track and make recommendations based on trends in information protection

PRIVACY

- Identify the classification of private information (e.g., financial, health, biometric, political, children)
- Assess the repercussions of noncompliance of privacy requirements and comply with local/regional requirements

SEARCH

- Advocate for the selection of the most appropriate search tools (e.g., third party vendor, vpn, on premises, cloud-based, cross platform)
- Educate stakeholders and users on searching best practices, methodologies, and capabilities
- Track and make recommendations based on trends in searching technology



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INFORMATION LIFECYCLE

14%

18

CAPTURE

- Manage flow of information from capture through its lifecycle
- Manage declaration and categorization of information
- Track and make recommendations based on trends in information lifecycle
- Analyze and reevaluate requirements for information lifecycle

INFORMATION LIFECYCLE: COLLABORATION

- Manage collaboration (e.g., users, stakeholders, systems, applications, business units)

INFORMATION LIFECYCLE: VERSION CONTROL

- Establish control and manage information (e.g., source of truth, repository of record)

INFORMATION LIFECYCLE: RETENTION

- Create, implement, and manage records retention schedule
- Educate and assess stakeholders and users on records retention schedules
- Auditing information holders for compliance with retention policies (e.g., third party vendors, business units)

INFORMATION LIFECYCLE: LEGAL HOLDS AND EDISCOVERY

- Collaborate with legal team over lifecycle of legal hold (e.g., lifting legal holds, modifying holds, issuing holds)
- Track and make recommendations based on trends in eDiscovery
- Manage legal holds process
- Manage discovery of information across multiple platforms (e.g., hard copy, cloud, individual computer, third party)

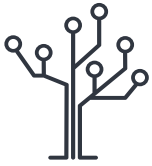
INFORMATION LIFECYCLE: DISPOSITION

- Determine the disposition periods on records and information
- Execute dispositions in a timely manner
- Educate and assess stakeholders and users on dispositions

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ARCHITECTURE

13%

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INFORMATION AND TECHNOLOGY ARCHITECTURE

- Identify where organizational information resides (e.g., data map, system inventory)
- Assess and identify gaps in information or technology architecture (e.g., software, industry, organizational size, geographic location, interdependence)
- Harmonize information and technology architecture with organizational systems and components
- Track and make recommendations based on trends in the industry relating to information technology
- Implement IG controls to fill gaps in information and technology architecture

TAXONOMY

- Develop, modify, or implement a taxonomy based on organizational needs

METADATA

- Distinguish types of metadata (e.g., descriptive, structural, administrative)
- Standardize metadata based on industry best practices
- Track and preserve metadata retention and final disposition

FORMATS AND PROTOCOLS

- Identifying industry trends in formatting and protocol technologies
- Conduct ROI analysis on implementation of new technologies
- Recommend appropriate formats and media (e.g., long-term preservation, indefinite retention, retention schedule)
- Oversee digital conversion of information for term of disposition

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INFRASTRUCTURE

13%

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APPLICATION AND SOFTWARE CONTENT SERVICES AND APIS

- Identify key system connectivity and capability issues
- Assess organization's appetite for risk and security constraints
- Harmonize to ensure interconnectability
- Ensure applications and software are kept up to date to meet information management requirements (e.g., holds, retention, disposition, release, search, matching records, supporting)
- Track and implement trends in applications and software and participate in technology acquisitions

INFORMATION TRANSPORT

- Oversee information delivery and networking
- Ensure secure transfer and disposition

STORAGE PLATFORMS

- Assess risks, ROI, and opportunities that impact IG processes
- Implement or modify strategies to align with IG program needs
- Implement processes for localization and redundancy

INFORMATION SECURITY

- Provide guidance concerning policies and procedures related to information security
- Analyze information security methodologies relevant to IG
- Coordinate access control for systems
- Advocate for systems and processes to protect information assets (e.g., standardized encryption, physical security)