

Welsh IG Toolkit

IG Action Improvement Plan

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WELSH INFORMATION GOVERNANCE TOOLKIT



Introduction

This document will give you a step-by-step guide on how as an organisation you can put your own action plan together on the platform itself. Utilising this gives you the opportunity to set your organisation targets and to make necessary improvements for the future.

Step 1:

Once you are logged on and working on a specific subject scroll down to the bottom of the page to see the action plan tab and open the arrow.

> IG Action Plan

Inserting your priorities will enable you to generate your IG Action Plan.



Step 2:

Once opened you will see the plan broken down in to four quarters with tiles for priorities.

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>Priority One (Q1)</p> <div>Update and review evidence</div>	<p>Priority One (Q2)</p> <div></div>	<p>Priority One (Q3)</p> <div></div>	<p>Priority One (Q4)</p> <div></div>
<p>Priority Two (Q1)</p> <div></div>	<p>Priority Two (Q2)</p> <div></div>	<p>Priority Two (Q3)</p> <div></div>	<p>Priority Two (Q4)</p> <div></div>
<p>Priority Three (Q1)</p> <div></div>	<p>Priority Three (Q2)</p> <div></div>	<p>Priority Three (Q3)</p> <div></div>	<p>Priority Three (Q4)</p> <div></div>

Step 3:

You can then start typing in your comments into any of the text boxes. You can type things in such as reminders or suggestions for improvements that need to be made in the future. In the bottom right-hand corner of these small text boxes, you can drag to make these as big or as a small as you require.

Step 4

There is also a notes box at the bottom of the section which you can utilise.



Notepad

Test

