Information Classification Policy Progressive Initiatives
with indicative dates

Information Classification Policy	Non-functional	Initial – ~ year 1	Progressive – ~ year 2	Consistent – ~ year 3	Optimised – ~ year 4
Initiatives	**No information assets are classified or assets are classified ad hoc**	**Agency identifies current capability, maturity and shortfalls and roadmap is developed**	**Processes are documented and communicated. Procedures are standardised, documented and incorporated into training**	**Processes and procedures are implemented, allowing assets to be classified in detail**	**New assets are classified and processes exist that allow for asset re-assessment**
Policy and Governance	Whole of Government Information Classification Policy approved by Cabinet	• Executive endorses Policy • Assign Executive sponsor • IC is added to corporate risk register	• IC is added to the corporate risk register	• Update agency policies and procedures for classifying and handling information	• Policies and procedures are regularly reviewed and aligned with best practice
People		• Staff awareness of policy & initial training	• Develop and trial staff training module and guidance	• Incorporation of IC into staff induction and training programs	• Procedures and training are refined to a level of good practice.
Processes		• Develop implementation road map that is aligned with agency risk register	• Develop an asset register • Engage with IC Community of Practice	• Security controls are implemented	• Processes and practices are regularly reviewed and refined
Technology		• Identify existing software capability to assist with IC	• Identify additional technology needs	• Align technology needs with agency ICT renewal program	• IC technology integrated into systems to automate workflow
Measurement		• Survey current state as a benchmark	• Survey uptake and training	• Assess progress against implementation road map	• Information is collected and informs for continuous improvement