

# PROGRAM INFORMATION MANAGEMENT PLAN

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**Program Title:**

Ghazi School Digital Learning Improvement Program (GSDLIP)

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**2026**

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## 1. Purpose:

The purpose of this Program Information Management Plan is to establish the framework, processes, and governance mechanisms required for managing information within the Ghazi School Digital Learning Improvement Program (GSDLIP). This plan defines how program information will be collected, organized, stored, protected, accessed, and shared among program stakeholders throughout the program lifecycle.

Information management is a critical element of effective program governance and coordination. Because the program includes multiple coordinated initiatives—such as digital infrastructure deployment, learning management system implementation, digital content development, teacher capacity building, and monitoring and evaluation systems—a structured approach to managing program information is necessary. Without proper information management processes, program teams may face challenges related to inconsistent documentation, limited access to program data, or difficulties in coordinating program activities.

The Program Information Management Plan ensures that program information is handled systematically and that program stakeholders have access to reliable and accurate information when needed. By implementing structured information management practices, the program supports effective communication, informed decision-making, and improved coordination across program components.

This plan also establishes procedures for maintaining program documentation in a centralized and organized repository. A structured information management system enables program teams to access relevant documentation easily, track program progress, review governance decisions, and maintain historical records of program activities.

The Program Information Management Plan ensures that:

- **Program information is organized and stored systematically**, enabling efficient access to program documentation and records.
- **Authorized stakeholders have access to relevant program information**, ensuring that individuals responsible for program activities can obtain the information necessary to perform their roles effectively.
- **Program documentation is maintained consistently across program**

**components**, promoting standardization and improving coordination among program teams.

- **Sensitive information is protected and managed securely**, preventing unauthorized access to confidential or restricted program data.
- **Information management supports transparency and program governance**, allowing program leadership and governance bodies to monitor program activities and review program decisions effectively.

In addition to supporting operational coordination, effective information management contributes to organizational learning and knowledge preservation. Program documentation and records provide valuable insights into program implementation practices, lessons learned, and program performance outcomes. Maintaining these records ensures that program knowledge can be used to support future initiatives, program evaluations, and continuous improvement efforts.

Through the implementation of structured information management practices, the Ghazi School Digital Learning Improvement Program will ensure that program knowledge and documentation are preserved, accessible, and managed effectively. This approach strengthens program governance, supports collaboration among stakeholders, and ensures that program information contributes to the successful implementation and long-term sustainability of program outcomes.

## 2. Program Information Management Overview:

Information management within the Ghazi School Digital Learning Improvement Program (GSDLIP) involves the structured collection, organization, storage, protection, and distribution of program information and documentation throughout the program lifecycle. Effective information management ensures that program teams, stakeholders, and governance bodies have access to accurate, timely, and reliable information needed to support program implementation, coordination, and decision-making.

Program information includes a wide range of documentation and records generated during program planning and execution. These records may include program management plans, program roadmaps, governance decisions, financial documents, communication records, technical documentation, monitoring reports, and evaluation data associated with program activities. Maintaining organized and accessible program information enables program leadership to monitor progress, manage risks, and ensure that program activities remain aligned with the program’s strategic objectives.

Because the program involves multiple component projects and diverse stakeholder groups—including program leadership, project teams, school administrators, teachers, technical experts, and governance authorities—it is essential that information is managed through a centralized information management system. Centralized information management ensures that documentation remains consistent, accessible, and properly maintained across all program components.

A structured information management framework allows program teams to maintain organized documentation and supports effective collaboration among stakeholders. By ensuring that relevant program information is available when needed, the program can improve coordination across component projects and enhance the efficiency of program management processes.

The information management framework supports several key activities that ensure the proper handling and use of program information:

### **Collection and Organization of Program Information**

Program information will be collected from various program activities and stakeholders and organized according to predefined documentation standards. This includes collecting program reports, meeting records, financial documents,

technical specifications, and monitoring data generated during program implementation.

Organizing information in a structured manner ensures that program documentation can be easily located and referenced by program teams and governance bodies.

### **Storage and Maintenance of Program Documentation**

All program documentation will be stored within a centralized Program Documentation Repository that provides secure and organized storage for program records. This repository will maintain version-controlled documentation and ensure that program records are preserved throughout the program lifecycle.

Proper documentation storage supports transparency, accountability, and efficient retrieval of program information.

### **Controlled Access to Program Information**

Access to program information will be managed through defined access controls to ensure that stakeholders receive appropriate levels of access based on their roles and responsibilities. Some information may be accessible to all program stakeholders, while other documentation—such as financial records or governance documents—may be restricted to authorized personnel.

Access control procedures ensure that sensitive information is protected while still allowing program teams to access necessary documentation.

### **Distribution of Information to Authorized Stakeholders**

Program information will be distributed to stakeholders through established communication and reporting mechanisms. This may include sharing program reports, governance updates, project documentation, and performance data through official communication channels and documentation platforms.

Effective information distribution ensures that stakeholders remain informed about program activities and can contribute to program implementation and decision-making processes.

### **Preservation of Program Knowledge and Records**

In addition to supporting program operations, information management practices will ensure that program knowledge and documentation are preserved for future reference. Maintaining comprehensive records of program decisions, activities, and outcomes supports program evaluation and organizational learning.

Program records may be used to inform future initiatives, support program audits, and provide valuable insights into best practices for digital education programs.

### **Supporting Reliable and Accessible Program Information**

Through a structured information management framework, the Ghazi School Digital Learning Improvement Program ensures that program information remains reliable, organized, and accessible to authorized stakeholders. This approach strengthens program coordination, supports effective governance oversight, and ensures that information management contributes to the successful implementation of program objectives and benefits.

### 3. Information Management Objectives:

The information management process for the Ghazi School Digital Learning Improvement Program (GSDLIP) is designed to ensure that program information is organized, accessible, reliable, and secure throughout the program lifecycle. Clear information management objectives provide guidance for how program documentation and data will be collected, maintained, and shared among stakeholders to support effective program implementation and governance. Because the program includes multiple coordinated initiatives—such as digital infrastructure deployment, learning management system implementation, digital content development, teacher capacity building, and monitoring and evaluation systems—it is essential that program information is managed in a structured and consistent manner. Effective information management ensures that program teams have access to the information they need to perform their roles, while governance bodies receive reliable information necessary for strategic decision-making.

The information management process supports the following key objectives:

#### **Ensure That Program Information Is Organized and Accessible:**

Program documentation and records must be organized in a structured manner so that authorized stakeholders can easily locate and access relevant information. Organized documentation improves operational efficiency and ensures that program teams can quickly retrieve information needed to support planning, coordination, and implementation activities.

#### **Maintain Accurate and Consistent Program Documentation:**

Accurate documentation is essential for maintaining the integrity of program information. The program will implement standardized documentation practices to ensure that records are complete, consistent, and maintained according to established documentation procedures. Consistent documentation also supports transparency and improves coordination among program components.

#### **Support Informed Decision-Making Through Reliable Program Information**

Program leadership and governance bodies rely on accurate and timely information to guide strategic decisions. Information management processes ensure that reliable program information—such as performance reports, governance decisions, and financial data—is available to decision-makers when

required. This supports effective governance oversight and enables program leaders to respond to emerging challenges or opportunities.

### **Facilitate Knowledge Sharing Among Program Teams:**

Information management also supports collaboration and knowledge sharing across program teams. Program documentation, lessons learned, technical guidelines, and performance reports provide valuable insights that help teams coordinate their activities and improve program implementation practices. Encouraging knowledge sharing strengthens collaboration among program participants and promotes continuous improvement across program components.

### **Protect Sensitive Information and Ensure Data Security:**

Some program information—such as financial records, stakeholder data, and technical system information—may contain sensitive or confidential content. Information management procedures will include security measures that protect program information from unauthorized access, misuse, or loss.

Access control mechanisms, secure storage practices, and defined information security procedures will ensure that sensitive information remains protected.

### **Preserve Program Knowledge for Future Reference and Evaluation:**

Information generated during program implementation represents valuable organizational knowledge. Maintaining well-documented program records allows future programs, evaluations, and organizational initiatives to benefit from the experience and lessons learned during program execution.

Preserving program knowledge ensures that valuable insights regarding digital education initiatives, technology deployment, and capacity building activities remain available for future use.

### **Supporting Program Coordination and Governance:**

Achieving these information management objectives ensures that program documentation and information resources support effective program coordination and governance oversight. Structured information management practices allow program teams to operate efficiently, enable stakeholders to remain informed, and provide governance bodies with the information necessary to guide program strategy.

Through disciplined information management processes, the Ghazi School Digital Learning Improvement Program will ensure that program information remains

reliable, secure, and accessible while supporting the successful delivery of program objectives and benefits.

#### 4. Types of Program Information:

The **Ghazi School Digital Learning Improvement Program (GSDLIP)** generates and manages a wide range of information throughout its lifecycle. This information supports program planning, implementation, monitoring, governance oversight, and benefits realization. To ensure effective information management, program information will be categorized and organized according to clearly defined information types.

Categorizing program information allows the program management team to maintain structured documentation, simplify information retrieval, and ensure that stakeholders can access relevant information when needed. Each category of information will be maintained according to established **documentation standards, version control procedures, and information governance policies**.

The following categories represent the primary types of information that will be managed within the program.

Information Category	Description
<b>Program Governance Information</b>	This category includes documentation related to program governance and decision-making processes. Examples include the Program Charter, governance frameworks, steering committee decisions, approval records, and policy guidance that guide program oversight and strategic direction.
<b>Program Management Documentation</b>	This category includes key program management plans and documents used to guide program implementation. Examples include the Program Management Plan, Program Roadmap, Schedule Management Plan, Risk Management Plan, Communication Management Plan, and other governance documents that define how the program will be managed.
<b>Financial Information</b>	Financial information includes documentation related to program budgeting, financial planning, and financial performance monitoring. This may include program budget documents, financial reports, procurement records, cost tracking reports, and financial approvals associated with program expenditures.
<b>Project Documentation</b>	Because the program includes multiple component projects, each project will produce documentation related to its planning, implementation, and deliverables. This category includes

Information Category	Description
	component project plans, technical documentation, progress reports, implementation records, and project deliverables.
<b>Communication Records</b>	Communication records document the exchange of information among program stakeholders. Examples include meeting minutes, stakeholder communication records, governance reports, announcements, and official correspondence associated with program activities.
<b>Monitoring and Evaluation Data</b>	Monitoring and evaluation information includes data and reports used to assess program performance and measure program outcomes. This may include performance indicators, evaluation reports, digital learning analytics, training performance data, and program impact assessments.

Each category of information will be organized, documented, and maintained according to established information management procedures. Standardized documentation practices will ensure that program records remain consistent, traceable, and accessible to authorized stakeholders.

By organizing program information into clearly defined categories, the Ghazi School Digital Learning Improvement Program ensures that documentation remains structured and that stakeholders can efficiently locate and use the information required for program coordination, governance oversight, and performance monitoring.

This structured approach to managing program information strengthens transparency, improves collaboration among program teams, and ensures that information management supports the successful implementation and evaluation of program activities.

## 5. Information Collection and Storage:

Effective information collection and storage are essential components of the information management process for the Ghazi School Digital Learning Improvement Program (GSDLIP). Proper collection and storage procedures ensure that program information is organized, accessible, secure, and maintained throughout the program lifecycle.

Program information will be collected from multiple sources, including program teams, component project managers, governance bodies, technical experts, and stakeholders involved in program implementation. This information may include program reports, governance decisions, technical documentation, financial records, monitoring data, communication records, and evaluation reports generated during program activities.

To ensure consistency and accessibility, all program documentation will be stored within a centralized Program Documentation Repository. This repository will serve as the official storage location for all program-related documentation and records. Centralized storage ensures that program information remains organized and that authorized stakeholders can access relevant documentation when needed.

The Program Management Office (PMO) will be responsible for managing the documentation repository and ensuring that program records are properly stored and maintained. Component project managers and program teams will be responsible for submitting relevant documentation to the repository according to established documentation procedures.

The information storage process will follow several key procedures designed to maintain the integrity and accessibility of program documentation.

### **Structured Organization of Program Documents:**

Program documents will be organized within the documentation repository using clearly defined folder structures and document categories. This structured organization will allow program teams to locate documents efficiently and ensure that documentation remains consistent across program components.

Document categories may include governance documentation, program management plans, financial records, project documentation, communication records, and monitoring and evaluation reports.

### **Document Version Management:**

Version control procedures will be implemented to ensure that program documentation remains accurate and up to date. Each document stored in the repository will include version identification and revision history to track updates and modifications.

Maintaining proper version control helps prevent confusion regarding document updates and ensures that program stakeholders are using the most recent and approved documentation.

#### **Controlled Access to Program Information:**

Access to program documentation will be managed according to defined access permissions. Stakeholders will be granted access to documentation based on their roles and responsibilities within the program.

For example, program teams may have access to operational documentation, while governance bodies may receive access to strategic reports and program performance data. Sensitive information—such as financial records or confidential stakeholder data—will be restricted to authorized personnel.

#### **Protection of Sensitive Information:**

Certain program documents may contain sensitive or confidential information. Appropriate security measures will be implemented to protect this information from unauthorized access, loss, or misuse.

Security measures may include controlled access permissions, secure storage systems, and backup procedures to ensure that program documentation remains protected.

#### **Use of Digital Document Management Systems:**

Digital document management systems may be used to support efficient storage, retrieval, and management of program information. These systems allow program teams to upload, organize, search, and retrieve documentation easily while maintaining document version control and access permissions.

Digital documentation systems also improve collaboration among program teams by enabling stakeholders to access relevant information remotely when needed.

#### **Supporting Reliable Information Management:**

Through structured information collection and storage procedures, the Ghazi School Digital Learning Improvement Program ensures that program documentation remains organized, accessible, and secure. Centralized documentation management supports transparency, strengthens program

coordination, and ensures that program information can be retrieved efficiently throughout the program lifecycle.

By maintaining reliable documentation practices, the program also preserves valuable program knowledge and records that may support future program evaluations, organizational learning, and the development of future digital education initiatives.

## 6. Information Access and Distribution:

Effective information access and distribution processes ensure that the right stakeholders receive the right information at the appropriate time. Within the Ghazi School Digital Learning Improvement Program (GSDLIP), access to program information will be managed through defined procedures that balance information availability, operational efficiency, and data security.

Because the program involves multiple stakeholder groups—including program leadership, project teams, school administrators, teachers, technical specialists, and governance authorities—it is essential that program information is distributed in a controlled and structured manner. Proper access management ensures that stakeholders have access to the information necessary to perform their roles while preventing unauthorized access to sensitive program data.

The program will implement an information access framework that defines how program information is shared, who is authorized to access specific types of documentation, and how information will be distributed through approved communication channels.

Information distribution will follow the procedures defined within the Program Communication Management Plan and the Program Governance Framework. These frameworks ensure that information flows efficiently across program teams while supporting governance oversight and decision-making.

Authorized stakeholders will receive access to relevant documentation through established documentation platforms, digital repositories, communication systems, and program reporting mechanisms. These platforms may include secure digital document repositories, collaboration platforms, and official communication channels used by the program.

To maintain security and accountability, the program will implement defined access control procedures that determine how information is accessed and shared across the program.

### **Access for Program Teams**

Program teams and component project managers will be granted access to operational documentation required to support program implementation. This may include program management plans, component project documentation, technical guidelines, implementation schedules, and monitoring reports.

Access to operational documentation enables program teams to coordinate activities, manage deliverables, and track progress effectively.

### **Access for Governance Bodies**

Program governance bodies—including the Program Sponsor and Steering Committee—will receive access to strategic program information necessary for oversight and decision-making. This information may include program performance reports, financial reports, risk and issue reports, and governance documentation.

Providing governance authorities with reliable information ensures that program leadership can monitor program performance and guide program strategy effectively.

### **Protection of Sensitive Information**

Some program information may contain sensitive or confidential data, such as financial records, procurement information, stakeholder data, or technical system details. Access to such information will be restricted to authorized personnel only. Information security procedures will ensure that sensitive documentation is protected through controlled access permissions and secure storage systems.

### **Compliance with Security Guidelines**

Information distribution will follow established information security guidelines and organizational documentation policies. These procedures ensure that program information is shared responsibly and that confidentiality and data integrity are maintained.

Security guidelines may include authentication procedures, controlled document sharing, and access monitoring mechanisms that protect program documentation from unauthorized use.

### **Ensuring Accessible and Secure Information Flow**

By implementing structured access and distribution procedures, the Ghazi School Digital Learning Improvement Program ensures that stakeholders receive the information required to support their responsibilities while protecting sensitive program data. These procedures strengthen collaboration among program teams, improve transparency in program governance, and ensure that information management supports effective program coordination and decision-making.

Through disciplined information access management, the program will maintain a secure and efficient information environment that supports the successful implementation of program activities and objectives.

## 7. Information Security:

Information security is an essential component of the information management framework for the Ghazi School Digital Learning Improvement Program (GSDLIP). Protecting program information ensures the integrity, confidentiality, and availability of program data throughout the program lifecycle. Effective information security practices help prevent unauthorized access, data loss, misuse of sensitive information, and disruption of program operations. Because the program involves the management of various types of information—including governance documentation, financial records, technical system documentation, stakeholder information, and monitoring data—it is important that appropriate security measures are implemented to safeguard these records. Ensuring the protection of program information supports program governance, maintains stakeholder trust, and ensures compliance with organizational information security policies.

The program will implement structured information security procedures to ensure that sensitive program data is protected while still allowing authorized stakeholders to access the information necessary to perform their roles. These procedures will be aligned with organizational information security policies and applicable data protection standards.

Information security practices within the program may include the following key measures.

### **Controlled Access Permissions for Program Documentation**

Access to program documentation will be managed through defined access control permissions. These permissions will determine which stakeholders are authorized to view, edit, or manage specific categories of program documentation.

Access permissions will be based on stakeholder roles and responsibilities. For example, program managers and project teams may have access to operational documentation, while governance authorities may receive access to strategic program reports. Sensitive documents—such as financial records or confidential stakeholder information—will be restricted to authorized personnel only.

### **Secure Storage of Digital Records**

Program documentation and records will be stored within secure digital systems designed to protect information from unauthorized access or loss. Secure storage

may include password-protected systems, encrypted digital repositories, and controlled document management platforms.

Secure storage practices ensure that program information remains protected while still allowing authorized users to access documentation when required.

### **Backup and Recovery Procedures for Program Information**

To prevent loss of program information due to technical failures, system disruptions, or unexpected events, the program will implement backup and recovery procedures. Program documentation will be backed up regularly to ensure that critical information can be restored if data loss occurs.

Backup systems will maintain duplicate copies of essential program records in secure storage environments, allowing program teams to recover information quickly and continue operations with minimal disruption.

### **Protection of Confidential Stakeholder and Financial Information**

Certain categories of program information—such as stakeholder records, financial documentation, procurement data, and technical system specifications—may contain confidential information. The program will implement additional protection measures for such data to ensure that it remains secure and accessible only to authorized individuals.

Confidential information will be handled according to established security protocols to prevent unauthorized disclosure or misuse.

### **Supporting Secure Information Management**

By implementing these information security practices, the Ghazi School Digital Learning Improvement Program ensures that program information remains protected throughout the program lifecycle. These measures strengthen the program's information governance framework and help ensure that program documentation remains reliable, secure, and accessible to authorized stakeholders.

Effective information security not only protects program data but also supports the program's ability to operate efficiently and maintain stakeholder confidence. Through disciplined security practices, the program will ensure that information management supports both operational coordination and long-term data protection.

## 8. Information Reporting:

Information reporting is a critical component of the information management process for the Ghazi School Digital Learning Improvement Program (GSDLIP). Reporting mechanisms ensure that relevant program information is communicated effectively to stakeholders, program teams, and governance bodies. Timely and accurate reporting supports transparency, facilitates informed decision-making, and enables program leadership to monitor the overall performance of the program.

Because the program includes multiple component projects and operational activities—such as digital infrastructure deployment, learning system implementation, digital content development, teacher training programs, and monitoring systems—it is essential that program information is consolidated and communicated through structured reporting processes. Regular reporting enables program leadership and governance bodies to review program progress, identify emerging issues, and evaluate whether program activities remain aligned with the program’s strategic objectives.

The Program Manager, supported by the Program Management Office (PMO) and component project managers, will coordinate the preparation and distribution of program reports. These reports will be shared through established communication channels and presented during governance meetings and program review sessions.

Information reporting within the program will include several types of reports designed to support operational coordination, governance oversight, and program performance monitoring.

### **Program Progress Reports**

Program Progress Reports provide regular updates on the overall status of the program. These reports summarize key program activities, milestone achievements, implementation progress, and any challenges encountered during program execution.

Program progress reports enable stakeholders to understand how program initiatives are advancing and whether implementation activities remain aligned with the approved program roadmap.

### **Governance Review Reports**

Governance Review Reports provide strategic information to program leadership and governance bodies, such as the Program Sponsor and Steering Committee. These reports typically include summaries of program performance, major program decisions, risk updates, and strategic issues that require governance oversight.

These reports support effective program governance by ensuring that leadership has the information needed to guide program direction and approve major program decisions.

### **Component Project Performance Reports**

Because the program consists of several component projects, Component Project Performance Reports provide detailed updates on the progress and performance of individual projects. These reports may include information regarding project milestones, deliverables, schedule status, and operational activities related to each component project.

Component project reports enable the program management team to monitor the performance of individual initiatives and ensure that project-level activities remain aligned with program objectives.

### **Financial and Procurement Reports**

Financial and procurement reports provide information regarding program expenditures, budget utilization, procurement activities, and financial commitments. These reports help program leadership monitor the financial health of the program and ensure that financial resources are being used according to approved financial plans.

Financial reporting also supports financial accountability and helps governance bodies review program spending and procurement activities.

### **Monitoring and Evaluation Reports**

Monitoring and evaluation reports provide insights into the program's performance outcomes and the effectiveness of program initiatives. These reports may include performance indicators, training outcomes, digital system usage analytics, and evaluation findings related to program impact.

Monitoring and evaluation reporting helps program leadership assess whether program activities are producing the intended educational and institutional benefits.

### **Supporting Governance Oversight and Program Performance**

Structured information reporting ensures that stakeholders receive reliable and timely information about program activities and performance. These reports provide valuable insights into the progress, challenges, and achievements of the program and enable governance bodies to guide program strategy effectively. Through disciplined reporting practices, the Ghazi School Digital Learning Improvement Program ensures that program information supports transparency, accountability, and effective governance oversight. These reporting processes enable program leadership to monitor program performance continuously and ensure that program activities remain aligned with strategic objectives and expected program benefits.

## 9. Information Management Responsibilities:

Effective information management within the Ghazi School Digital Learning Improvement Program (GSDLIP) requires clearly defined roles and responsibilities for the individuals and organizational units involved in managing program documentation and information resources. Establishing clear responsibilities ensures that program information is created, maintained, and distributed consistently while supporting transparency and accountability across the program.

Because the program involves multiple component projects and various stakeholder groups—including program leadership, project teams, school administrators, teachers, technical experts, and governance authorities—it is essential that each stakeholder understands their responsibilities for managing and using program information. Clear assignment of responsibilities helps ensure that program documentation remains accurate, organized, and accessible throughout the program lifecycle.

The following roles define how information management activities will be coordinated within the program.

Role	Responsibilities
<b>Program Sponsor</b>	The Program Sponsor reviews strategic program information and governance reports to ensure that program activities remain aligned with strategic objectives. The sponsor relies on accurate program information to provide guidance, approve major program decisions, and support governance oversight.
<b>Program Manager</b>	The Program Manager oversees the overall <b>information management process</b> and ensures that program documentation is maintained according to established procedures. The program manager ensures that information is collected, organized, and distributed appropriately and that program teams follow documentation standards.
<b>Program Management Office (PMO)</b>	The PMO is responsible for maintaining the <b>Program Documentation Repository</b> and ensuring that program records are stored and organized properly. The PMO supports document version control, maintains documentation standards, and assists in preparing program reports and documentation required for governance oversight.
<b>Component Project Managers</b>	Component Project Managers are responsible for providing accurate documentation related to their respective component projects. This

Role	Responsibilities
	includes submitting project plans, progress reports, deliverables, and technical documentation to the program documentation repository. They also ensure that project-level documentation remains updated and aligned with program documentation standards.
<b>Stakeholders</b>	Program stakeholders are responsible for accessing and using program information responsibly. Stakeholders must follow established information access procedures and ensure that sensitive program information is handled according to defined security guidelines.

### **Coordination of Information Management Activities**

Coordination among these roles ensures that program information is managed effectively and that documentation processes remain consistent across program components. The Program Manager provides overall oversight of information management activities, while the Program Management Office (PMO) manages the operational aspects of documentation storage, organization, and version control.

Component Project Managers contribute by ensuring that project-level documentation is submitted and maintained properly, and stakeholders participate by using program information responsibly and providing feedback when necessary.

### **Supporting Consistent and Reliable Information Management**

Clearly defined responsibilities help ensure that program documentation is created, maintained, and distributed according to established information management procedures. This structured approach improves coordination across program teams, strengthens program governance, and ensures that program information remains reliable and accessible.

Through coordinated information management responsibilities, the Ghazi School Digital Learning Improvement Program will maintain accurate program records, support effective collaboration among stakeholders, and ensure that program information contributes to the successful implementation and oversight of program activities.

## 10. Information Monitoring and Control:

Information monitoring and control are essential activities that ensure the effectiveness, accuracy, and reliability of information management processes within the Ghazi School Digital Learning Improvement Program (GSDLIP). These activities ensure that program documentation remains organized, up to date, and accessible to authorized stakeholders throughout the program lifecycle.

Because the program generates a wide range of documentation—including governance records, program management plans, financial documents, project reports, communication records, and monitoring data—it is necessary to monitor how information is managed and maintained. Without continuous monitoring and control, program documentation may become outdated, incomplete, or inconsistently maintained, which can affect program coordination and decision-making.

The Program Manager, supported by the Program Management Office (PMO), will oversee the monitoring and control of information management processes. Component project managers and program teams will also contribute by ensuring that documentation related to their activities remains accurate and properly maintained.

Information monitoring activities will focus on ensuring that program documentation follows established information management standards and that information remains accessible and reliable for program teams and governance bodies.

Key monitoring activities may include the following:

### **Reviewing Documentation Completeness**

Program documentation will be reviewed periodically to ensure that required documents are properly prepared, submitted, and stored in the Program Documentation Repository. This review helps confirm that all program plans, reports, approvals, and records associated with program activities are documented appropriately.

Ensuring documentation completeness supports transparency and provides a reliable record of program activities and decisions.

### **Verifying Document Version Control**

Version control procedures will be monitored to ensure that the most current and approved versions of program documents are available to stakeholders. Version

verification helps prevent the use of outdated or unapproved documents during program implementation.

Document revision histories will be maintained to track updates and changes made to program documentation.

### **Monitoring Information Access Permissions**

Access permissions will be reviewed periodically to ensure that stakeholders have appropriate levels of access to program information. Monitoring access permissions helps ensure that sensitive information remains protected while still allowing authorized stakeholders to obtain the documentation necessary for their roles.

If changes occur in stakeholder roles or program responsibilities, access permissions may be updated accordingly.

### **Updating Documentation Procedures When Necessary**

As the program evolves, it may become necessary to update documentation procedures or information management practices. Monitoring activities will help identify areas where improvements or adjustments to documentation processes may be required.

Updating documentation procedures ensures that information management practices remain aligned with program needs and organizational governance policies.

### **Ensuring Effective Information Management Throughout the Program Lifecycle**

Through regular monitoring and control activities, the Ghazi School Digital Learning Improvement Program ensures that program information remains organized, reliable, and accessible. These monitoring practices help maintain the integrity of program documentation and support effective program governance and coordination.

By maintaining strong information monitoring and control mechanisms, the program ensures that information management processes continue to support program planning, decision-making, and performance monitoring throughout the entire program lifecycle.

## 11. Information Documentation and Archiving:

At the completion of the Ghazi School Digital Learning Improvement Program (GSDLIP), all program information and documentation will be formally archived to preserve program knowledge and ensure that records remain available for future reference. Proper documentation and archiving practices are essential for maintaining an accurate historical record of program activities, decisions, performance outcomes, and lessons learned.

Archiving program documentation supports several important objectives. It preserves institutional knowledge generated during the program lifecycle, enables future program evaluations and audits, and provides valuable reference material for similar initiatives in the future. Organized archives also contribute to organizational learning, allowing stakeholders and future program teams to benefit from the experiences and insights gained during program implementation.

The Program Management Office (PMO) will coordinate the archiving process in collaboration with the Program Manager, component project managers, and relevant administrative units. The PMO will ensure that program documentation is collected, reviewed, organized, and stored according to established documentation standards before the program is formally closed.

Archived program documentation may include several categories of information generated during program implementation.

### **Program Management Plans**

This category includes key program management documents that guided the planning and execution of the program. Examples include the Program Management Plan, Program Scope Management Plan, Schedule Management Plan, Communication Management Plan, Financial Management Plan, Information Management Plan, and other governance-related documentation.

These documents provide a comprehensive overview of how the program was structured and managed.

### **Governance Decisions and Approvals**

Governance documentation includes records of major program decisions and approvals made by governance bodies such as the Program Sponsor and Steering Committee. This may include governance meeting minutes, approval

records, change decisions, and strategic guidance provided during program implementation.

These records provide transparency regarding how program decisions were made and how governance oversight was conducted.

### **Financial and Procurement Records**

Financial documentation associated with the program will also be archived. This may include program budget documents, financial reports, procurement contracts, payment records, and audit documentation.

Maintaining these records ensures that program financial activities remain traceable and available for financial review or audit purposes.

### **Monitoring and Evaluation Reports**

Monitoring and evaluation documentation includes reports and data used to assess program performance and outcomes. Examples may include program performance reports, evaluation findings, digital learning performance metrics, and program impact assessments.

These records provide evidence regarding the effectiveness of program initiatives and support future evaluation activities.

### **Lessons Learned and Program Closure Reports**

The program will also archive documentation related to lessons learned and program closure activities. Lessons learned documentation captures insights gained during program implementation, including best practices, challenges encountered, and recommendations for future initiatives.

The Program Closure Report summarizes the overall results of the program, including achievements, benefits realized, and final program outcomes.

### **Supporting Organizational Learning and Future Programs**

Maintaining a well-organized archive ensures that program knowledge and documentation remain accessible for future use. Archived records can support future digital education initiatives, contribute to program evaluation efforts, and provide valuable insights for program managers and organizational leaders. Through structured documentation and archiving practices, the Ghazi School Digital Learning Improvement Program preserves the knowledge and experiences generated during program implementation. This approach strengthens organizational learning, enhances transparency, and ensures that program records remain available to inform future programs and strategic initiatives.