This workshop is designed to deliver advanced concepts in electronic document and records management systems. Many organisations have embarked on implementing EDRMS systems, with varying degrees of success. This course is designed for records and IT staff that have implemented or are in the process of implementing systems, and are seeking to extract the most value from these systems for their organisations. Attendees should have a solid understanding of records management and EDRMS fundamentals.

Paul Mullon has been in the computer industry for approximately 27 years, having worked for a number of South African leading companies. These include IBM, Persetel, Siemens, Xerox and others. In his last position before starting COR Concepts, he was the Marketing Director for Metrofile. During the last 19 years he has been involved in workflow, document and records management. He has been exposed to most of the industry leading technologies.

Outcomes:
- Understand and Implement advanced principles of Electronic Document and Records Management
- Be equipped with the tools to implement new systems or streamline existing systems
- Understand potential for introducing new technologies in Document and Records Management
- Facilitate the move to Enterprise Content Management
- To ensure that your organization is Compliant

COURSE OUTLINE

Review of EDRMS components and functionality
- Document Imaging
- Document Services
- Workflow
- Electronic management of physical records
- Enterprise report Management (Output management)
- Microforms
- Integration between Document and Records Management systems

Enterprise Content Management Systems
- Web Content Management
- Digital Rights Management
- Digital Asset Management
- Business Process Management

Electronic forms management
- Mail archiving
- Databases and other systems containing records

Knowledge and Information Management
- Understand how it all fits together
- Decide what your organization needs based on its real requirements
- The new organizational partnership (Records Management and IT)

Developing a strategy for EDRMS
- Developing a business case
- Gathering commitment, resources and funding
- Creating a roll out plan

System Configuration
- Non-technical specifications
- Roles and responsibilities
- Security Classification
- Permissions and access rights
- Architectural issues
- Service Oriented Architecture (SOA)
- Software as a Service (SaaS)

Detailed Policy and Procedure Environment
- Records management policies and procedures
- Information management policies and procedures that impact upon records management
Detailed Communications Management Workshop

Document Imaging in Detail
- Develop a communications plan for the records management programme

Electronic Discovery
- Policies
- Implications
- Action steps

Data Capture and Document Capture
- Implications
- Procedures and processes
- Quality issues
- Merging these two environments
- An evolutionary approach to integration

Analyzing Work Processes that Capture or Manage Records
- Aligning records management to corporate strategy
- Determining those processes which impact on record keeping
- Designing the classification system accordingly

Metadata
- Understanding metadata requirements
- Capture of metadata

E-mail Rules
- Challenges specific to e-mail
- E-mail etiquette
- E-mail archiving

Digital Preservation
- Detailed challenges of preservation
- Open Archival Information Systems (OAIS)
- International Developing a digital preservation strategy

Who should attend:
- Records staff with a solid grounding in IT and EDRMS principles
- Records staff who have attended the Electronic Document and Records Management course
- IT or business unit staff who need to implement electronic document and records management systems
- It will be of particular value to organizations that need to comply with records management regulations and standards.
- Organizations who are in the process of implementing Document and Records Management systems
- Organizations looking to extract value out of existing systems
- All organizations (public and private sector)

With the assistance of your expert facilitator, Paul Mullon, you will be equipped with a practical step-by-step approach to successfully implement your new electronic documents and records management system. This training programme will, through case-studies, practical exercises and group discussions, empower you to apply EDRMS principals to ensure data integrity, quality and security.

REGISTER TODAY!

Call: +27 12 667 3391 or +27 83 273 6087 or
Complete the form overleaf and fax to 086 556 7392 or
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- For any cancellation received less than 20 working days before the date of the training course, the full fee will be payable and no refunds or credit notes will be given;
- If a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or credit note will be issued;
- Delegate substitutions are welcome. Please notify us 5 days before the event.

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Signature : ___________________________ Date : ____________

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