

Strategy Development
Information Governance
Digital Transformation
Records Management
Data Protection Compliance
POPI Act Compliance
AI Governance
Consulting
Training



COR Concepts

**Information Management
Consulting**



COR Concepts offers a range of Information Governance, Digital Transformation, Records Management and Enterprise Content Management (ECM) consulting services. The company is built on the belief that any Information, Records or Document Management initiatives should be designed to extract the maximum business benefit for the organization.

We bring together Compliance, Risk Management and Operational information requirements in a way that delivers benefits to each one of these diverse business units. Our approach is to use an array of industry standards and best practice methodologies to ensure that each implementation will stand the test of time.



SERVICES

Our team of specialist associates are trained to assist private and public sector organizations extract tangible value and meet compliance requirements regarding the management of corporate information assets.

We deliver our services through a range of consulting and training offerings.

Our range of services Include:

- Strategy Development
- Information Governance
- Digital Transformation
- SharePoint Governance
- Change Management
- Information Architecture
- Policy Development
- Program Implementation
- ECM, EDRMS and Records Management
- POPIA readiness assessment and consulting

Quality Audits

- ISO 15489 Implementations
- ISO 15801 Audits and Implementations

Implementations

- Records Inventories and File Plans
- Creating the EDRMS Business Case
- Creation of Functional Requirements



Consulting

We provide a range of consulting services in all aspects of Enterprise Content Management and Records Management. Starting from strategy development, we assist in creating road maps to implementation of policies, procedures, technologies and processes.

EDRMS and ECM Systems

We assist with EDRMS and ECM strategy development through identifying functional requirements and creating roadmaps to implementation. We provide governance and check-and-balance services throughout the implementation to ensure that the final product delivers tangible value.



Strategy Development

Our Proven methodology in developing Knowledge, Information and Records Management strategies starts with the key organisation drivers and focuses on ensuring that all implementations deliver against those values.

Records Management and EDRMS

Starting from records management strategies, file plan development and filing area audits and clean-ups, we can assist with the most complex or simple records management requirement.

Microsoft Sharepoint

Most organizations around the world use Microsoft Sharepoint for some aspect of their corporate information management. We can assist with designing or revising your SharePoint Document and Records Management System.

Training

We offer a range of training programs and workshops for private and public sector organizations. These can be custom designed to suit a particular audience. Courses are run at leading conference facilities or on your premises if you have sufficient staff members to warrant an in-house course. Ask about our online and self-study courses.





COR Concepts

Information Management Consulting

Contact us now to set up a meeting

Sales and Marketing related queries

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