



aractech

Global Learning for Operational Leaders

DATA MANAGEMENT AND BUSINESS INTELLIGENCE

Document Control and Records Management (Data Management and Business Intelligence)

Contact

+31 85 7444446

info@aractech.com

<https://aractech.com>

Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

Course content

Why Attend

On this Document Control and Records Management course, participants will uncover the root causes of inefficient documentation processes, deepening their understanding of their impact on workflows. Armed with these insights, participants will delve into a meticulously curated set of best practices, enabling them to design cost-effective, forward-looking corporate strategies. By embracing these practices, participants will lead the transition toward paperless offices, not only saving resources but also safeguarding document integrity and positioning their organizations for the future.

Drawing insights from Enterprise Content Management (ECM) and Records and Information Management (RIM) enterprise analyses, participants will be equipped to guide their organizations through transformation with confidence.

Course Methodology

- This interactive course uses instructor led presentations, videos and group work to explain key document control concepts.

Course Objectives

- Recognize underlying factors contributing to inefficiencies within the documentation process
- Use proven methods to introduce a cost-effective and future-proof corporate strategy for documentation that helps achieve a paperless office
- Coordinate the processes of change management related to documentation, using knowledge from Enterprise Content Management (ECM) and Records and Information Management (RIM) enterprise analyses
- Develop a comprehensive understanding of significant technical documentation cases from multiple viewpoints
- Create and implement a documentation project process from initiation to completion following established procedures

Target Audience

- This course is designed for anyone who is required to implement and handle any type of documents; including, but not limited to, procurement, operational, administrative or legal documents.
- Target Competencies
- Document control

- Records management

Course outline

Detailed course outline

Module-by-module outline for Document Control and Records Management (Data Management and Business Intelligence).

Module 1 - Setting procedures, templates and standard forms

- Electronic Document Management System (EDMS) recommendations and implementation according to ISO standards
- Establishing a Document Management System, including the creation, review, approval, saving, and publishing of internal documents
- Creating a process map, effective procedures, and work instructions
- Training departmental staff and train the trainer

Module 2 - Document control requirements

- Challenging existing or legacy Document Management Systems
- Maintaining and retaining project and engineering documentation
- Reviewing the structure and components of a Data library
- Indexing and document numbering

Module 3 - Going paperless

- EDMS recommendations; in house or off the shelf application advantages and disadvantages
- Benefits of establishing a Document Control System
- Going paperless from start to finish
- Meeting contractual obligations and stakeholder requirements
- Revision control, design changes and markup
- Project safekeeping of legacy documents and archiving solutions including data loss prevention

Course outline

Detailed course outline

Module-by-module outline for Document Control and Records Management (Data Management and Business Intelligence).

Module 4 - Document control policies and procedures

- Standardized document management
- Developing a document control policy
- Implementing a document access policy
- Creating multiple degrees of control for different types of documents
- Tracking document versions
- Creating document retention policies

Module 5 - Document storage

- Creating a central storage site for documents
- Creating levels of control for different types of documents
- Providing a mechanism to track document versions
- Using a consistent naming convention for documents
- Ensuring all stakeholders understand the policy and its scope
- Retrieving and archiving documents

Seminar dates

Available seminar dates

Live dates and pricing for Document Control and Records Management (Data Management and Business Intelligence) generated from the course details page.

Date	Location	Format	Fee
18 - 22 January 2027	Barcelona	Classroom	€2,815
15 - 19 February 2027	Paris	Classroom	€3,825
15 - 19 March 2027	Frankfurt	Classroom	€1,875
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Frankfurt	Classroom	€1,875
21 - 25 June 2027	Rome	Classroom	€2,460
19 - 23 July 2027	Kuala lumpur	Classroom	€1,925

Live online option

Online delivery is available at €1,215.