



Management of Organizational Documentation Systems



23 September - 11 October



Singapore

Management of Organizational Documentation Systems

course code: D9024 From: 23 September - 11 October 2024 Venue: Singapore - course Fees: 8250 Euro

Program Overview

In this program you will learn about...

- This program covers the Good Management Practices related to document management and control. And Providing Document Support for your Organizational Knowledge Management System
- It also provides the participants an understanding of the Features of Electronic Document Management Systems.
- This program will ensure you will design, implement, upgrade or manage your DMS/EDMS/TDMS systems - Right First Time.
 - Too many companies have made implementation mistakes that are now costing them millions to rectify or re-implement.
 - DMS/EDMS/TDMS system specifications must be suitable for future upgrade to Intelligent Drawings/ GIS/Facility Management Applications.
- This program also covers the Technology, Quality Assurance, TQM and Management of your Organization's Document Management System (both manual and computer based).
- Methodologies and Technologies covered include moving your department from Manual to Computerized EDMS, Enhancing Productivity QA through the Use of New Technologies, And, Ensuring Future Compatibility with Intelligent Systems
- You will learn about the Best Worldwide Practices in Organizational Documentation Systems..
 - Latest Systems
 - Planning Implementation of New Systems
 - Technology Contractual Issues
 - Management of Documentation Projects
 - Moving from Manual to Computerized EDMS.
 - Enhancing Productivity QA through the Use of New Technologies
 - Ensuring Future Compatibility with Intelligent Systems.
- Also Covered...
- Understanding Business Process Needs (wrt Documents/Data)
- Document Control
- Standards for Documents
- Productivity Issues Related to Document Processing
- Planning Document Management Systems
- Specifying (Establishing Standards) for Documents
- Improvement Planning of Existing Document Systems
- **Preparing Request for Proposals**
- **Preparing Bidding Documents.**

This is a comprehensive multi-discipline program where the participant not only learns about Document Management Functional Skills but gets a bigger picture of Document Management for the Organization.

Program Content

- Changing Your Department Effectiveness Productivity
- Engineering Document Management Systems -Technology Issues
- Document Management Systems available today
- Features and What Impact they have on Productivity
- Management of Documentation Systems
- Basic Implementation Issues
- Subcontracting Issues
- Quality of Service Monitoring and Evaluation
- Engineering Drawings and Maps
- Implementation Strategies for your Organization
- Project Management Implementations
- Planning for the Future Needs - 5/10 years from Now
- What you will need to do to go to the Next Step: Drawing Intelligence/GIS/FM
- Providing Document Support for your Organizational Knowledge Management System
- EDMS Resources and Data Sources
- Workshop Case Study

