



## Management of Organizational Documentation Systems



21 April 2025 - 2025 Ap



Singapore

# Management of Organizational Documentation Systems

course code: D9030 From: 21 April 2025 - 2025 April 25 Venue: Singapore - course Fees: 5500 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

