



Diploma in Projects Final Closeout  
Documentation & Advanced EDMS



# Diploma in Projects Final Closeout Documentation & Advanced EDMS

## Introduction:

The purpose of the close out document is to assess the project's performance, identify the lessons learned, and confirm that essential contractual and other project closure activities have been completed. The document also formalizes the transfer of assets, deliverables and all ongoing administrative functions to an in-service business organization. This organization must commit to measure the benefits and outcomes of the product, result or service produced by the project.

The close out document is intended to summarize the project record. The number of sections and the amount of content in each section should reflect the results of the project and the purpose for which it was undertaken.

In this training program we will learn about the documentation of Projects Final Closeout Documents and in the second part of this program there will be very advanced details, techniques, information about Electronic Documents Management Systems and documents management which will help you to manage the whole process efficiently.

## The target group:

- Personnel moving into leadership roles to embrace better controls for managing paper and electronic documents
- Information Security Professionals
- Document Controllers and Administrators
- Document and Records Management Personnel
- Document Management Supervisors
- Suppliers, Solution Providers and Vendors
- Executives
- Users of Document and Records Management
- Personnel seeking to enhance their skills
- IT Management
- Technical Staff

## About Project Closeout:

- Project Closeout Plan.
- project closure report.
- Common Project Closeout Problems.
- Lost information and paperwork.
- Project Closeout Checklist.
- Project Document Control.

## As-Built and Final Documentation:

- Document Control Procedures and Specifications.
- Project Closeout Checklist Samples.
- Project Review Meeting Samples.
- Project Closeout Report Samples.



- Project Experiment Closeout Samples.
- Project Closeout Form Samples.
- Samples Project Closeout.

## **Electronic Document Management Systems:**

- The paper flood
- The paperless office
- Document capture
- Scanning of documents
- OCR and image processing
- Indexing, archiving and retrieval
- Demonstration
- Word processors/spreadsheets
- Forms
- Document Management
- Document control
- Revisions/versions/histories
- Audit trails
- Reports
- Demonstration
- Forms Management
- Creating forms
- Filling and saving forms/data
- Document Distribution: Work flow Management
- Applications
- Creations
- Tracking/closure
- Demonstration
- Filling and saving forms/data
- Document Distribution: Work flow Management
- Applications
- Creations
- Tracking/closure
- Document Distribution: Electronic Mail : Concepts and Demonstration
- Document Browsing
- Navigation
- Application/independent viewers
- Annotation/sticky/notes/red/lining
- ISO 9000 & others Regulatory Requirements
- System Architectures & Platforms :LAN`s & WANs and Client Server Architectures
- Technology Options
- Encryption
- Authoring Systems
- Card/folio based systems
- Types of Documentation Systems
- Implementing EDMS
- Off - the- shelf vs. customs systems
- Allocating resources
- EDMS management
- Updating system
- Future topics
- Documents on demand



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- Multimedia documents
- Process Context Diagram- Document Management
- Process flow- Document management
- Role and responsibilities- Document management
- Potential process measurements KPIS
- RACI MATRIX
- Creating Back- ups and Restoring
- Top Document Management Software Products
- Best- practice in document management procedures, based on ISO standards Document Creation Templates
- Multiple Security Levels: case of TREENO ADVANCED SECURITY AND AUDIT