



Information & Documentation Compliance



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Introduction:

This course covers advanced strategies, tools, and technologies used to capture, categorize, manage, store, preserve archive, and deliver vital information and documentation compliance in support of business processes, in accordance to key ISO standards such as ISO9001, ISO15489 Records Management and ISO27001 Information Security. As the companies and institutions face the ever-growing amount of documents, records and files they are dealing with, and more and more the documents are records are only considered in their electronic form, the data management, compliance, and security become a vital element of the enterprise content management system ECM.

There are growing legal, audit, and compliance requirements and issues for managing vital business documentation, records, and information. Business documentation like contracts, financial records, project information, and signed paper hardcopy documents are growing massively each year for all businesses and organizations

Targeted Groups:

- Documents Managers & Controllers
- Secretaries and Administrators wanting to raise their efficiency levels, improve their effectiveness and develop skills that will help their career development
- People working in an office role supporting management and/or working in project teams
- Anyone wanting to develop their practical skills and personal strengths to help them succeed in an office environment

Course Objectives:

At the end of this course the participants will be able to:

- Understand information and documentation compliance
- Understand regulations, standards and best practice
- Create information and documentation policies, procedures
- Create standards including information security standards
- Create an information and documentation action plan to implement in their organization
- Learn from best practice implementations and case studies
- Learn advanced concepts for managing information and documentation
- Review industry-leading solutions and vendors in this marketplace
- Use metadata, business classification scheme, taxonomy and setting retention plan
- Learn how to implement legislation, standards and regulation
- Create advanced policies and procedures
- Set up access controls and security procedures
- Develop storage models, audit trail and storage technologies
- Understand the Data Management Body of Knowledge principles

Targeted Competencies:

- Advanced information and document management policies
- Procedures and standards including ISO15489, ISO9001 and ISO27001
- Key strategies for meeting compliance, legal and audit requirements
- Records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Linking hardcopy and electronic documentation systems and records management systems and implement across your organization
- The implications of an Enterprise Content Management ECM strategy in conjunction with records management and information security

Course Content:

Unit 1: Strategy and Understanding Key Elements:

- Introduce Information and Documentation Management
- Review Standards, ISO9001, ISO27001 and ISO15489
- Creating Information and Documentation Audit
- Create File Plans, Metadata Plan, Retention Schedule and other Information Controls

Unit 2: Concepts and Set-up Components:

- Compliance, Controls, and Security
- Legislation, Standards and Regulation
- Business Classification Scheme and Taxonomy
- Document Control
- Understanding Security and Compliance

Unit 3: IT Process and Delivery:

- Review IT Information and Documentation Management Systems
- Review Scanning, Storage and Archiving Systems that meet Compliance
- Scanning and Legal Issues
- Archiving and Retention Requirements
- Digital Signatures and Digital Rights Management

Unit 4: Implementation Planning:

- Implementation Planning
- Setting-up Action Plan for Information and Documentation Compliance
- Creating Policies and Procedures
- Creating an Action Plan

Unit 5: Data Management Compliance and Security:

- Data as Basic Asset of the Enterprise
- Management of Data Architecture
- Management of Master and Reference Data
- Management of Data Quality
- Management of Metadata
- Data Security and Warehousing Management