

# € TRAINING

Management of Organizational  
Documentation Systems





# Management of Organizational Documentation Systems

## Introduction:

A document management system is a computer system used to track and store electronic documents. It is usually also capable of keeping track of the different versions modified by different users. The term has some overlap with the concepts of content management systems. It is often viewed as a component of enterprise content management systems and related to digital asset management, document imaging, workflow systems, and records management systems. This course shows you how to deal with papers in an electronic way to get rid of the papers hard copy which takes a lot of space and time

## Course Objectives:

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

- Covers the Good Management Practices related to document management and control. And Providing Document Support for your Organizational Knowledge Management System
- Understanding the Features of Electronic Document Management Systems.
- Design, implement, upgrade, or manage your DMS/EDMS/TDMS systems - Right First Time.
- DMS/EDMS/TDMS system specifications must be suitable for future upgrades to Intelligent Drawings/ GIS/Facility Management Applications.
- Better know the Technology, Quality Assurance, TQM, and Management of your Organization's Document Management System both manual and computer-based.
- Better know 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
- Understand Business Process Needs wrt Documents/Data
- Document Control
- Standards for Documents
- Productivity Issues Related to Document Processing
- Planning Document Management Systems
- Specify Establishing Standards for Documents
- Improve Planning of Existing Document Systems
- Prepare Request for Proposals
- Prepare Bidding Documents.

## Targeted Audience:

- Managers
- Admin Staffs
- Document Controller
- Secretary Hr employees
- Supervisors of all industries who are interested in learning about tomorrows technologies for the paperless working environment and minimizing the volume of paper



## Course Outlines:

### Unit 1:

- Changing Your Department Effectiveness Productivity
- Engineering Document Management Systems -Technology Issues
- Document Management Systems available today

### Unit 2:

- Features and What Impact they have on Productivity
- Management of Documentation Systems
- Basic Implementation Issues

### Unit 3:

- Subcontracting Issues
- Quality of Service Monitoring and Evaluation
- Engineering Drawings and Maps

### Unit 4:

- 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

### Unit 5:

- Providing Document Support for your Organizational Knowledge Management System
- EDMS Resources and Data Sources
- Workshop Case Study