

Industry Training

✓ Introduction to Records Management

✓ Recordkeeping fundamentals

✓ Capturing & Classification of Records

✓ Records Retention and Disposal Scheduling

✓ Designing and Developing a Thesaurus

✓ EDRMS Functions, Requirements and Implementation

✓ Best Practice – Introduction to DIRS / DIRKS Steps A, B & C

Records Management 7 – How to Implement an Electronic Document and Records Management System (EDRMS)

Course Objective

To provide participants with knowledge to implement an EDRMS including identification of project milestones, system configuration requirements and the implementation strategies.

Course Outcomes

Participants will gain the knowledge of the steps required to implement an EDRMS User Requirement Specification.

Course Content

- Formation of Project / Steering Group
- Identification of Project Milestones
- Installation
- Configuration
- Migration
- Developing a Marketing Strategy
- Developing a Communication Strategy
- Developing a Change Management Strategy
- Training program
- Pilot
- Roll Out

Methodology

The course is conducted in a classroom facilitator lead format with interactive questioning and group work activities. Exercise in developing an EDRMS Implementation Strategy with a written test at the close of the session. The course is conducted with a minimum of 5 participants.

Duration

Half day program.

Who should attend?

People involved in the process of implementing an EDRMS.

Cost

This course costs \$200.00 per person (plus GST) with all course material supplied. Price subject to change without notification.