

Enterprise Content Management Masterclass Training

Description

Introduction

This course provides a more detailed understanding and experience of the major deliverables when implementing an Enterprise Content Management (ECM) solution. This course takes you through the typical stages of identifying the requirements for, designing and executing an ECM strategy.

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The Contents:

- Setting the scene for an ECM solution
- Elements of Enterprise Content Management
- Examining ECM processes
- Designing and implementing an ECM system
- Information modelling
- Developing a classification scheme
- Metadata, tagging and keywords
- Design and configuration
- ECM governance
- Information governance
- ISO 9001 document control
- Information security