

## DAY 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

## DAY 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

## DAY 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

## DAY 4

### *Implementation Planning*

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

## DAY 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