

Electronic Document Management System (EDMS)

Overview: TOC provided does not include high technical skills or programming languages. It focuses on practical, non-programming approaches to digital transformation, system implementation, and change management. The content is designed to be accessible to business leaders, managers, and professionals who may not have deep technical expertise, but who need to understand the strategic, organizational, and process aspects of these topics.

Hours: 16 Hours

Module 1: Leading Digital Transformation

1.1 Practical Steps on How to Lead Digital Transformation in Your Business or Company

- Understanding Digital Transformation
- Key Success Factors
- Case Studies and Examples

1.2 How to Evaluate the Right Platform for Your Company or Business

- Criteria for Platform Selection
- Comparison of Popular EDMS Platforms
- Vendor Evaluation and Selection Process

1.3 Lead Digital Transformation Through Electronic Document Management

- Role of EDMS in Digital Transformation
- Aligning EDMS with Business Strategy
- Real-Life Examples of Successful Digital Transformation

Module 2: Change Management and System Adoption

2.1 How to Prepare Your Organization or Project Participants Through Change Management

- Introduction to Change Management

- Techniques for Managing Change
- Communication Strategies
- Overcoming Resistance to Change

2.2 How to Ensure Adoption of Your Chosen Platform

- User Training and Support
- Continuous Improvement Strategies
- Monitoring and Measuring Adoption

2.3 Change Management for Software Implementations

- Understanding the Importance of Change Management
 - Key Principles and Models
 - Real-World Application in Software Implementations
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Module 3: Implementing Document Management Systems (EDMS)

3.1 How to Set Up the System Architecture of an EDMS

- Overview of EDMS Architecture
- Key Components and Their Functions
- Best Practices for System Configuration

3.2 How to Implement a Document Management System for Construction

- Specific Challenges in Construction
- Step-by-Step Implementation Guide
- Success Stories in the Construction Industry

3.3 How to Implement a Document Management System for Business

- Identifying Business Needs
- Case Studies in Various Industries

3.4 How to Implement a Document Management System for Hospitals

- Healthcare-Specific Requirements
 - Ensuring Compliance with Healthcare Regulations
 - Case Studies in Hospital Implementations
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Module 4: Data and Project Management

4.1 Storytelling Through Big Data - Business Intelligence

- Leveraging Big Data for Decision Making
- Techniques for Effective Data Storytelling
- Tools and Technologies for Business Intelligence

4.2 How to Implement a Project Management System

- Selecting the Right Project Management Tool
- Integration with Existing Systems
- Best Practices for Implementation and Adoption

4.3 Software Implementation

- Phases of Software Implementation
- Tips for Successful Implementation
- Common Challenges and How to Overcome Them