

KOENIG SOLUTIONS · COURSE OUTLINE

MDM: ISO 8000, Data Lifecycle & ECM

Learn to govern structured and unstructured data using ISO 8000, data lifecycle management, MDM and ECM tools.

11

MODULES

46

TOPICS

COURSE OVERVIEW

This course covers the foundations of data governance and management, including frameworks, principles and the roles of data stewards. It addresses managing structured and unstructured data, the phases of the data lifecycle, and Master Data Management alongside ISO 8000 data quality standards. It then examines Enterprise Content Management systems, document and records management, and the use of data dictionaries for data analysis. It concludes with developing data governance policies, data lifecycle management procedures and a data governance action plan.

WHO THIS COURSE IS FOR

Data Governance Teams

Data Stewards

Records Managers

MDM Practitioners

Compliance Officers

IT Data Managers

LEARNING OBJECTIVES

By the end of the training, participants will:

- Understand International Data Management Standards and how to manage structured/unstructured data
- Be able to implement Data Lifecycle Management (DLM) and Master Data Management (MDM)
- Be familiar with Data Governance IT Solutions, such as ECM, document management, and data mining tools
- Develop the ability to create Data Governance Policies, DLM Procedures, and Action Plans

11 Modules, 46 Topics

01

Welcome and Overview

TOPICS

- Introduction to the training objectives and agenda
- Overview of the importance of data governance and management
- **Objective:** Set expectations and familiarize participants with training goals
- **Methodology:** Presentation + Icebreaker

02

Introduction to Data Governance and Management

TOPICS

- Overview of data governance frameworks
- **Key principles:** data integrity, security, and compliance
- Roles of data stewards and governance teams
- **Objective:** Understand the basics of data governance and its organizational role
- **Methodology:** Lecture + Q&A

03

Managing Structured and Unstructured Data

TOPICS

- Definition of structured data (databases) and unstructured data (documents, media)
- Best practices for managing structured and unstructured data
- **Objective:** Learn effective techniques for managing different types of data
- **Methodology:** Case study + group discussion

04

Data Lifecycle Management (DLM)

TOPICS

- **Phases of the data lifecycle:** creation, use, storage, archival, and disposal
- Ensuring data is governed properly across its lifecycle
- **Objective:** Understand how to manage data through its lifecycle securely and in compliance
- **Methodology:** Presentation + real-world examples

05

Master Data Management (MDM) & ISO 8000 - Data Quality

TOPICS

- MDM's role in ensuring data consistency across the organization
- Introduction to ISO 8000 standards for data quality
- Benefits of adhering to data quality standards
- **Objective:** Learn the principles of Master Data Management and data quality standards
- **Methodology:** Lecture + interactive exercise

06

Enterprise Content Management Systems (ECM)

TOPICS

- Introduction to ECM systems for managing unstructured data
- Key functionalities and benefits of ECM
- **Objective:** Learn how ECM systems improve unstructured data management
- **Methodology:** Presentation + demo

07

Document and Records Management

TOPICS

- **Managing document lifecycle:** creation, retention, and disposal
- Ensuring compliance with legal and regulatory requirements
- **Objective:** Understand secure document and record management
- **Methodology:** Case study + practical exercise

08

Data Dictionaries and Data Analysis

TOPICS

- **Objective:** Learn the role of data dictionaries and basic data analysis techniques
- **Methodology:** Lecture + hands-on demo

09

Data Governance Management Policies

TOPICS

- Developing policies for data governance
- Aligning policies with business objectives and compliance requirements
- Defining roles and responsibilities of key stakeholders
- **Objective:** Learn how to create effective data governance policies
- **Methodology:** Interactive workshop

10

Develop Data Lifecycle Management Procedures

TOPICS

- Best practices for creating and implementing DLM procedures
- Integrating DLM into day-to-day business operations
- **Objective:** Learn how to formalize DLM procedures
- **Methodology:** Practical exercise

11

Create Data Governance Management Action Plan

TOPICS

- Steps to create a comprehensive data governance action plan
- Setting objectives, milestones, and timelines for governance initiatives
- Monitoring and updating action plans
- **Objective:** Learn how to develop and implement an actionable data governance plan
- **Methodology:** Group activity + discussion

NOTES

Training Materials

- Slides covering each session.
- Case studies on managing structured/unstructured data and document management.
- Templates for data governance policies, procedures, and action plans.
- Practical exercises for hands-on learning.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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