



## Document Control Policy

PIK507-0126 LON-1



**Place:** London (UK)

**Venue:**

**Start Date:** 12-01-2026

**End Date:** 16-01-2026

**PPP:** £4950



## Document Control Policy

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**If you can't train them,  
you can't blame them!**

### Short Description:

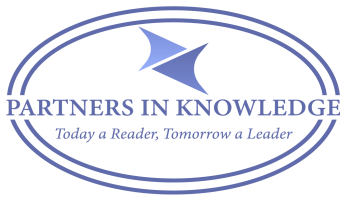
OVERVIEW: In this program you will learn about:   
• Good Management Practices related to document management and control.   
• Providing Document Support for your Organizational Knowledge Management System.   
• Features of Electronic Document Management Systems.   
• How to design, implement, upgrade or manage your DMS/EDMS/TDMS systems " Right First Time.   
• Understanding the Technology, Quality Assurance, TQM and Management of your Organization's Document Management System (both manual and computer based).   
• Understanding Methodologies and Technologies needed in moving your department from Manual to Computerized EDMS, Enhancing Productivity QA through the Use of New Technologies and ensuring Future Compatibility with Intelligent Systems.

### Course Overview:

#### AIM:

- Understanding Business Process Needs (wrt Documents/Data).
- Document Control.
- Standards for Documents.
- Productivity Issues Related to Document Processing.
- Planning Document Management Systems.
- Specifying (Establishing Standards) for Documents.
- Improvement Planning of Existing Document Systems.
- Preparing Request for Proposals.
- Preparing Bidding Documents.

This is a comprehensive multi-discipline program where the participant not only learn about Document Management Functional Skills, but also they will get a bigger picture of Document Management for the Organization.



## **Program Outline:**

### **PROGRAM CONTENT**

#### **Day 1: Introduction**

1. Changing Your Department Effectiveness Productivity.
2. Engineering Document Management Systems -Technology Issues.
3. Document Management Systems available today.

#### **Day 2: The Implementation Process**

1. Features and What Impact they have on Productivity.
2. Management of Documentation Systems.
3. Basic Implementation Issues.

#### **Day 3: The Monitoring Process**

1. Subcontracting Issues.
2. Quality of Service Monitoring and Evaluation.
3. Engineering Drawings and Maps.

#### **Day 4: Follow-up and Progress**

1. Implementation Strategies for your Organization.
2. Project Management Implementations.
3. Planning for the Future Needs – 5/10 years from Now.

#### **Day 5: Keeping Ahead and Challenges**

1. What you will need to do to go to the Next Step: Drawing Intelligence/GIS/FM.
2. Providing Document Support for your Organizational Knowledge Management System.
3. EDMS Resources and Data Sources.
4. Workshop Case Study.