

ECITB Project Documents Managers Course

2020

/ Blended or / In House

The management of documents is at the heart of every project. Document management processes are different on every project. This training focuses on the principles underlying the function in order to be transferable across companies

Course Content

- Setting the Scene
 - Understanding Document Management
 - Understanding Projects & Documents
 - Document Management Systems
- Understanding the Requirements
 - Understand Project/Company Requirements
- Setting the Project Processes
 - Interfacing with 3rd Parties
 - Writing Effective Procedures/Workflows
 - Effective Reporting
 - Handover & Creating Packages
- Leading the Document Management Function
 - Role of the Leader
 - Manage the Function

Who Should Attend?

Participants will already be experienced Document Controllers and familiar with carrying out the activities of document management. They should have a minimum of two to three years' experience, preferably on two or three different aspects of the project life cycle.

Course Delivery

/ **Virtual Classroom** (Open public course or in-house)

4 x 1/2 day modules which can be run as a 2 day course of split as appropriate to the audience.

Price List

/ **Virtual Classroom** - £940 +VAT (minimum numbers apply for in-house option)

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