

An Introduction to Enterprise Content Management (ECM)

One-day course

- 2012 dates to be confirmed
- 2012 dates to be confirmed

at the Innovation Centre, University of Hertfordshire

£25

Early Booking
Discount

Choice
of two
dates



- **What is ECM?**
- **What can it do for your organisation?**
- **The key ECM components:** document management (DM), records management (RM), Web content management (WCM), business process management (BPM), collaboration.
- **A detailed review of the ECM marketplace.**



www.cimtech.co.uk



An Introduction to Enterprise Content Management (ECM)

One-day course ■ 2012 dates to be confirmed

- What is ECM?
- What can it do for your organisation?
- The key ECM components
- A detailed review of the ECM marketplace

Overview

Enterprise Content Management (ECM) is a fast-growing market with all the major software suppliers—including Microsoft and Oracle—joining specialist providers to offer ECM suites. ECM helps organisations to manage their growing volumes of documents and to control the publication of content to web sites. ECM enables collaboration and business process management (BPM) and supports corporate records management for compliance.

This course provides a comprehensive introduction to the key ECM components, technologies, standards and best practice, together with a detailed review of the ECM marketplace—from the leading specialist products to Microsoft SharePoint.

Programme

The morning session starts by defining what is meant by ECM and how the ECM marketplace has developed to help organisations meet the challenge of electronic content management. The course then reviews the key components of enterprise content management and the key functions and services that comprise an overall solution.

These cover Input/Capture, Management, Storage and Output.

- **Input** includes scanning, capture of digital content, indexing and classification.
- **Management** covers document management (DM), records management (RM), Web content management (WCM), business process management (BPM), collaboration, and digital asset management (DAM).



- **Storage** covers library services, storage subsystems, preservation strategies including migration, and the management of records in digital and analogue format.
- **Output** covers the options available for rendering, delivery and publication of content.

The afternoon session looks at standards and best practice guidelines for ECM, including technical format standards, metadata standards, interchange standards, standards for electronic records management (ERM) including MoReq2 and governance standards.

The day concludes with a survey of the options for implementing ECM—from using existing infrastructure to procuring a full-scale solution—and a review of the market including the major software and service suppliers.

The sessions are designed to be interactive with time set aside for discussion.

Cimtech

Cimtech is a centre of expertise on all aspects of enterprise content management (document management, records management, business process management and Web Content Management) based at the University of Hertfordshire. Cimtech provides independent consultancy services, courses and publications.

Programme

(Cimtech reserves the right to alter the timing and content of the sessions.)

09.00 *Registration and coffee*

09.15 **Introduction to the course**

An introduction to enterprise content management (ECM)

The background to ECM and the business case for implementing ECM in your organisation.

10.15 *Coffee break*

10.45 **A review of the key ECM components**

Part 1, Input/capture—document imaging, electronic content capture, indexing and classification.

11.30 **A review of the key ECM components**

Part 2, Management—document management, records management, Web content management, business process management and collaboration.

Part 3, Storage

Part 4, Output

Discussion

12.45 *Lunch break*

13.30 **Standards and best practice guidelines for ECM**

Format, metadata, information and records management (TNA, MoReq2, ISO), and governance standards.

14.45 *Tea break*

15.00 **A survey of the options for implementing ECM and a review of the products and trends in the supplier marketplace**

Discussion

16.30 *Close*

● *All course sessions will be delivered by Cimtech senior consultants including Tony Hendley, John Walsh and Alison Gibney.*

Booking

Please complete the booking form overleaf and return to Cimtech as soon as possible. If you book a place and your plans change, an alternative delegate is welcome. If that is not possible, you may cancel your booking with a refund—less 10 per cent administrative charge—provided we receive notification in

writing at least 10 working days before the event. Cancellations received after that will be liable for the full amount. Special diets can be accommodated and a list of local hotels will be sent on request—please tick the appropriate boxes on the booking form. Please see the Cimtech website www.cimtech.co.uk for information on other Cimtech events.

Booking form (Web)

Please complete and return this form to **Cimtech** (address below). We offer a **£25.00 discount** on bookings received at least 28 days before the date of the course.

● I wish to attend the course **An Introduction to Enterprise Content Management (ECM)** at the Innovation Centre, University of Hertfordshire, College Lane Campus, Hatfield. *(Please tick as appropriate)*

Date: Contact Cimtech for 2012 dates Contact Cimtech for 2012 dates

Fee: £225.00 + VAT *(early discount rate)* £250.00 +VAT *(full rate)*

(Fees includes lunch, refreshments and a copy of the course documentation.)

Name*

Position

Company

Address

Address

Postcode

E-mail

Order no.

Date

Telephone

Signature

** If you intend to pay by credit card the name and address given here should be that of the cardholder*

I enclose a cheque for £ _____ payable to: **UH Ventures Ltd – Cimtech**

Please invoice me for the full course fee/s

Please debit my Visa • Mastercard • Eurocard • American Express *(delete as appropriate)*

Card number Expiry date

Security code Signature _____

I would like a list of local hotels I require a special diet _____

I would like information on Cimtech **publications** for document and records management professionals

I would like details of Cimtech **consultancy services** in document and records management

We would like to add your details to our database so that we may keep you informed about our services and, from time to time, related services provided by other companies. If you prefer not to be on our database, please tick this box.

Cimtech ● Innovation Centre ● University of Hertfordshire ● College Lane ● Hatfield ● Herts. ● AL10 9AB.
Tel: 01707 281060 ● Fax: 01707 281061 ● E-mail: c.cimtech@herts.ac.uk ● Web: www.cimtech.co.uk.