Digital Transformation Strategy

Kigali (Rwanda)

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Digital Transformation Strategy

Introduction

Digitization is a major challenge for all organizations. As digital content continues to grow at a fast rate, policies, processes, and systems are required to manage demand to help drive business operations and become more effective. This process is also known as digital transformation, and professionals and organizations are increasingly required to adopt global standards and international best practices to improve how digital content is captured, managed, and controlled.

Digitization and File Management is the specification of establishing digital controls and accountability frameworks to encourage desirable behavior in the valuation, creation, storage, use, archiving, and deletion of digital information. The processes involved include scanning, workflow, Optical Character Recognition OCR; processes, roles, standards, and metrics must be implemented that ensure the effective and efficient use of information in enabling an organization to achieve its goals.

This course provides participants with in-depth knowledge in Digitization as well as with practical skills to help manage, plan, analyze, deliver, and support an ever-growing volume of data and information within their organizations. The course covers international best practices, industry regulations, legal requirements, information compliance, auditing, and security standards; including National Archives Digitization and Guidelines, Scanning, Archiving and Digital Preservation, and ISO 13008 Digital Records Conversion and Migration.

As part of the course, participants carry out group and individual exercises and learn from industry best practice case studies. The best practice can be applied to improve data management within their own organizations.

Course Objectives

- Understand how data and information can be digitized and managed more efficiently and effectively within organizations.
- Develop action plans for scanning, workflow, and integration of digital information to support compliance, audits, legislation, and regulations.
- Establish and implement a Data Digitization project, including systems, roles, and responsibilities.
- Manage data against international best practices, including ISO 13008 Digital Records Conversion and Migration.
- Develop digitization policies and working procedures.
- Formulate and manage data in accordance with ISO 27001 Information Security standards.

Course outlines

Day 1: Introduction to Digitization and Standards

- Introduction to digitization and file management.

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- Managing structured and unstructured data.
- Scanning and capture.
- Workflow.
- Metadata, indexing and classification.
- Enterprise search and archiving.

Day 2: Compliance, Regulations, and Digitization ISO 13008

- ISO 13008 digital records conversion and migration.
- Archiving and preservation.
- Data protection and data privacy.
- Document and records management compliance.
- ISO 27001 information security and cyber security.

Day 3: Implementation and Project Management

- Developing a target operating model.
- Roles, responsibilities, and reporting.
- Programme planning.
- Quality management planning.
- Risk and issue management.

Day 4: Data Digitization IT Solutions

- Scanning and Optical Character Recognition OCR.
- Indexing and Metadata.
- Workflow and business process automation.
- Enterprise content management systems.
- Document and records management.
- Archiving and preservation.

Day 5: Developing Policy, Procedures, and Action Plans

- Digitization management policies.
- Develop data lifecycle management procedures and guidelines.
- Create a program and project implementation action plan.
- Case studies.

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International House 185 Tower Bridge Road London SE1 2UF United Kingdom

+44 7401 1773 35
+44 7480 775526

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