

# Management of Enterprise Content

## Taking Care of Records at the Corporate Level

### Introduction

Since information is the true intellectual property of an organisation and companies are working towards a paperless workplace, they typically concentrate on implementing Management of Enterprise Content (MEC) solutions. These can be implemented successfully, putting the business or organisation well ahead of its competitors, or unsuccessfully, causing issues or even a pullback system for the organisation.

The primary distinctions between disasters and successful MEC initiatives point to either an issue with planning or human behaviour (involvement, acceptance, and training).

Business customers frequently want an MEC solution and simply expect IT teams to deliver it, not realising that the solution is truly company-wide rather than department-specific.

However, content management alone is insufficient; it also needs to ensure the safety and security of company data while adhering to legal and auditing standards.

As a result, it is crucial to manage the documents in accordance with international standards.

In compliance with important ISO standards like ISO9001, ISO15489 (Records Management), and ISO27001 (Information Security), this training programme will emphasise the components, tenets, and implementation strategies for a successful ECM solution for any business.

### **This training session on Course N Carry will emphasise:**

- Information security, records management, and enterprise content management (MEC) strategies combined
- Architecture of Enterprise Content Management (MEC)
- Records management business tools such as electronic file plans, retention and disposal rules, security rules, archiving, confidentiality, and privacy, as well as procedures and standards like ISO15489, ISO9001, and ISO27001
- Connection between records management systems and hardcopy and electronic documentation systems
- The creation and significance of metadata

- Resource needs for Management of Enterprise Content (MEC)
- GDPR with Management of Enterprise Content (MEC)

## Objectives

### The delegates are going to:

- Recognise the legal requirements, industry standards, and best practices for content management.
- Establish information and documentation needs, rules, and processes.
- Recognise the architecture, structures, and team structure of the MEC.
- Discover how to implement MEC by using metadata and a business classification strategy.
- Find out what ISO 27001 Information Security and ISO 15489 Records Management need.
- Understand the GDPR's requirements in respect to MEC.
- Get ready to adopt MEC with respect to the content lifecycle.
- Recognise how to utilise eDiscovery
- Create a content maturity model specifically for their company.
- Gain knowledge about the available MEC software.
- Get ready for future trend implementation and MEC change management.

## Training Methodology

Practical instruction as opposed to theoretical learning (case studies drawn from actual situations).

Interactive instruction that makes use of the video resources and real-world MEC success stories.

The best-case scenarios used in various industries, together with real-life situations and implementation challenges, will be presented to the delegates.

## Organizational impacts

**With the right use of MEC systems and software, the company will be able to adopt MEC solutions in a systematic and efficient manner, meet the needs of stakeholders and legal requirements, manage expenses, and enhance organisational workflow.**

- Gaining from making the complex information more understandable and concise
- Teach employees to retain information in an efficient and clear manner.
- Adopt a methodical and deliberate approach to creating metadata that makes the relationships and structure of the documents visible to everyone.

- Enhance its workflows, policies, and operational procedures.
- Use ISO 27001 Information Security and ISO 15489 Records Management.
- Lower operational risks, adhere to legal requirements, cut expenses, and boost overall effectiveness
- Put into practice ECM solutions that are affordable, effective, and sustainable.
- Observe national and international Data Protection Laws and Regulations (GDPR)
- Preserve or enhance their reputation

## Personal Impact

**Each participant will personally benefit from gaining a thorough understanding and hands-on experience in the implementation and operation of MEC systems through:**

- Discover how to arrange the documents.
- Provide a precise procedure for creating metadata.
- Learn how to put ECM solutions into practice.
- Find out how to safeguard the information.
- Discover how to comply with GDPR and get rid of personal data.
- Make use of contemporary technologies like intent-based networking and cloud computing.

## Who should attend?

**This is a Course N Carry training course that will be very helpful for those who work in data analysis, graphic design, and presentation.**

- Controllers of Documents Secretaries
- Administrators Individuals working in project teams or supporting management
- Marketing Expert
- Project coordinators and public relations experts
- Managers of Marketing
- Managers of campaigns
- Managers of Business Development

## Course Outline

### Day 1

#### **Project Cycle for Enterprise Content Management Definition of Management of Enterprise Content (MEC)**

- MEC Cost / Benefit Analysis
- MEC Delivery and Storage

MEC Audit: Why It's Necessary

## Day 2

### Standards Related to MEC: ISO 15489, ISO 27000

- ISO 9000 Legal Concerns and Scanning Issues
- Retention and Archiving Requirements
- Digital Rights Management and Digital Signatures

## Day 3

### Project Planning for MEC

- Formulating a Business Case for MEC
- Project Plan for MEC
- MEC Change Management
- Calculating MEC's Tangible and Intangible Benefits
- Constructing an MEC Road Map
- MEC Group

## Day 4

### Content Control in MEC

- Security of Content Management
- Records vs. Repositories: Document Management
- Consistency in Record Management Content
- Surfing and navigating using MEC
- Content Viewing, Editing, and Updating Preservation

## Day 5

### The Current and Future of MEC

- Big Data, IoT, AI, Cloud Computing, and Intent-Based Networking
- Security, Controls, and Compliance
- Standards, Laws, and Regulation
- Taxonomy and Business Classification Scheme