

TOPTEC~1

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Introduction

With the help of project management, resources may be employed as efficiently as possible to meet objectives while staying within budget and on schedule. The initiatives can cut expenses, increase transparency, foster collaboration, and provide easier communication by reducing the amount of time spent in meetings thanks to digitization. But there are hazards involved. Managing digital projects requires managing several digital technologies to provide high-quality outputs, which may not always be physical and heavily rely on user acceptability.

Requirements management, scope creep, change request handling, adoption failures, and sustained maintenance account for the great majority of project management errors that we observe. These are all project management activities, and they are all present in the context of digitization because it is sometimes difficult to fully understand the workload required to respond to change requests.

With extra protection, faster preservation, and copyright protection, the rise of digital libraries offers an unparalleled possibility for broader and easier access to knowledge resources. The concepts of what makes a digital library are as varied as the methodologies taken in its construction. With the introduction of new formats, standards, technologies, best practices, digital library design, evaluation, preservation, and digital curation, digital libraries are always changing. The purpose of this Course N Carry training course is to give the professionals working on these projects enough guidance to ensure that their objectives are met without running over budget or missing deadlines.

This training session on Course N Carry will emphasise:

- The extent and impact of digitization
- Optimal procedures for digital projects
- How do the documents become digitalized?
- What is the greatest strategy to make your documents discoverable
- Library resource digitization process and digital architecture
- Principal hazards and how they are handled
- Characterizing and safeguarding copyright authorization

Objectives

After completing this training program, individuals will be able to:

- Create a suitable digital policy.
- Describe the planning, budgeting, and monitoring procedures for digitization.
- Recognise the challenges associated with local language digitalization and optical character recognition.
- Discover the finest methods for completing digitalization jobs.
- Select appropriate digital technologies for their tasks.
- Use project management methodologies for initiatives including digitalization.

Training Methodology

The teacher of this training course will use a range of tried-and-true adult learning teaching and facilitation strategies, with an emphasis on hands-on learning, to provide participants with a comprehensive instruction on the topics covered by the training course outline. The technique utilised in training courses consists of both theoretical and practical work, as well as the presentation of software used in various digitization projects and video materials.

Lessons from prior digitization projects and the integration of digitization application into project management are used to illustrate risk management.

Organizational impacts

The following systematic and practical approach to learning how to use digitization technology in projects and how to get the most out of digitization would be extremely beneficial to the organizations:

- Assessing the dangers associated with the digitalization initiatives
- Determine the timetable and sufficient resources needed for the digitalization initiatives.
- Learn about the applications and constraints of optical character recognition (OCR).
- Establish consistent and organised project documentation for initiatives including digitalization.
- Cut down on expenses and wasted time while managing digitalization initiatives.
- Provide worthwhile improvement alternatives without making large financial commitments.

Personal Impact

The delegates will improve their comprehension of the appropriate usage of digitization techniques, software, and applications as digitization becomes a

component of any activity. This will be accomplished through:

- Improving comprehension of the establishment of digital libraries
- Finding suitable methods and procedures for document and record digitalization
- Using project management methodologies in digital projects
- Recognising how digitalization affects security and record-keeping
- Learning the fundamentals of copyright monitoring and preservation
- Learning about the limitations and applications of the software and digitization approaches

Who should attend?

A wide spectrum of workers can benefit immensely from this training course, which is intended for professionals working in digitalization initiatives.

- Supervisors of Projects
- Managers of Programmes
- Managers of Accounts
- Business Sponsors
- Technical Managers
- Digital Experts
- Managers of IT
- As well as any experts engaged in project management or the digitization process

Course Outline

Day 1

Virtual Library

- Overview, Terminologies, and Structure
- Building Vast Digital Collections
- Development of Digital Collection Policies
- Standard and Legal Concerns
- Copyright protection

Day 2

Initiatives for Digitization

- Charting Projects for Digitalization Capabilities
- Governance of Digitization Projects
- Models for implementing digitization projects
- Proof of Concept for Digitization

Day 3

Project Management for Digitization

- Important Features of Project Management Planning for Digitization
- Project Schedule
- Plan of Collaboration
- Hazard Assessment
- Plan for Staffing
- Managing Change in Digitization Initiatives
- Evaluation of Digitization Project Expenses
- Top Techniques for Project Management in Digitization

Day 4

Digitizing Your Data: Fundamentals and Approaches

- Ways to Digitise the Documents
- Distinction between outsourcing and in-house digitization
- Documents Discoverability
- Character Recognition using Optical
- Utilization
- Restrictions
- Regional Spoken Languages
- Accessibility and Security of Content
- Workflow for Digitising Records

Day 5

Monitoring and Execution of Digitization Projects

- Using the Model of Digital Maturity
- Projects using digitization and agile project management
- Controlling Involved Parties and Their Participation
- Reaching the Pinnacle of Digital Records Management

Storage and Upkeep of Digital Records