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**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 document management function in order to be transferable across companies.**



### Overview

Learners are taught through a series of modules, each of which consists of: a virtual classroom workshop that includes theory and practical exercises.

### Why Learn with 20/20?

As the largest independent provider of project management training in the UK, we are here to support and guide you through professional training. 20/20 care about your development as a project professional and will help you and your team achieve new qualifications. With a 98% pass rate for your APM accredited courses, you can trust 20/20 to deliver results.

 ECITB Accreditation

 Intermediate Level Course

 £1,145 + VAT



ECITB Accreditation



Intermediate Level Course



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### 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 Content

#### Setting the Scene

- Understanding Document Management
- Understanding Projects & Documents
- Document Management Systems

#### Understanding the Requirements

- Understand Project/Company Requirements

### Virtual Classroom Delivery

The 2 day virtual classroom Document Managers course is a fully immersive and interactive experience. Taught by a fully qualified facilitator, it will help attendees understand the project document management environment.

#### 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

### Exam Details

3 written assignments are required in order to complete the course and receive the ECITB Certificate of Achievement.

### What our customers say...

#### Interesting and valuable course

*"This was a decent course with lots of interaction between the course tutor and the rest of the group. It allowed me..."*

**Trusted Customer - 7th Nov. 2022**

#### Great experience

*"Very professional sessions that were informative and engaging. I enjoyed the simulated project given to us as this..."*

**Trusted Customer - 3rd Nov. 2022**



★★★★☆ 4.3/5