Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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IBM Enterprise Records 5.1 - File Plan Design

CODE:	LENGTH:	PRICE:
F181G	8 Hours (1 day)	€425.00

Description

This course is for those whose job includes responsibility for designing the file plan for an IBM Enterprise Records system and making decisions regarding record retention, disposition, and security. You use the IBM Enterprise Records web application to create the file plan. You work with a records administrator, an installer, a database administrator, and a programmer. You must be able to organize and communicate records management system requirements to the other roles.
You work with a fully functioning IBM Enterprise Records system to practice the skills required for designing file plans for records management.

Objectives

Acquire the knowledge and skills necessary to design a functional and efficient records management file plan and coordinate its development and deployment.

Audience

This course is for anyone who is responsible for planning the records management strategy for their organization that uses IBM Enterprise Records.

Prerequisites

Programme

- How to coordinate file plan development
- Core file plan design concepts
- How to create a functional classification file plan
- How to create a retention model file plan
- How to create a case model file plan

Session Dates

Date	Location	Time Zone	Language	Type	Guaranteed	PRICE
29 Mar 2024			English	Self Paced Training		€425.00

Additional Information

This training is also available as onsite training. Please contact us to find out more.