



Fundamentals of Information Compliance - Fact Sheet

Based on the rigorous methodology employed in CMS Watch reports, this course will provide you with a thorough grounding to appreciate and deal with issues relating to Compliance. Much understood, yet much discussed, Compliance issues impact almost all content technology projects whether they are document or web based. This course will enable you to identify your own Information Compliance requirements more clearly, understand how technologies can support these needs, and differentiate among alternate approaches.

Instructor: Alan Pelz-Sharpe - Principal, CMS Watch

Length: 4 modules, 3 hours

Cost: \$395 (Five or more students eligible for group discount -- contact info@cmswatch.com or [call](tel:) for details)

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Outline

Modules included in this course:

- **Compliance in Today's Business Environment**
- **Compliance Framework**
- **Information Management's Role in Compliance**
- **Compliance Case Studies and Examples**

Who should take this course?

- **Business Analysts**
- **Information and Knowledge Managers**
- **Project managers, senior architects, and lead developers**
- **Enterprise architects**
- **IT managers**
- **Consultants**
- **Anyone considering** implementing compliance standards
- **Individuals** who want to learn the fundamentals of Information Compliance



Learning Objectives:

Module 1: Compliance in Today's Business Environment

- Identify at least 3 key types of compliance
- Identify the different steps required to put together a Compliance Framework
- At a high level, understand the role that Information Management technologies play in supporting Compliance implementation efforts

Module 2: Compliance Framework

- Understand the key steps required to put together a compliance framework, including implementation of governance and policy development
- Understand the role that classification and categorization play in compliance
- Understand the management issues that must be recognized when implementing compliance programs, and the role that training plays in supporting them
- Recognize the importance of audit, quality control, and enforcement in the compliance process

Module 3: Information Management's Role in Compliance

- Identify the different technologies within the Information Management spectrum that support compliance
- Understand what parts of the compliance process can be enabled by ECM, ERM, BPM, and IOA
- Understand how a well-defined Information Management strategy can help an organization support its compliance framework

Module 4: Compliance Case Studies and Examples

- Identify at least two best-practice examples in compliance management
- Identify the most challenging change management issues that need to be recognized and managed when implementing compliance programs
- Identify what works and what to avoid when implementing Information Management technologies to support compliance