Imaging and Recognition - Fact Sheet

This AIIM Essentials course, developed by @doc, will provide you with the basic definitions of why we image documents, what is an image, and an imaging system. The course will also assist you in planning and implementing an imaging project, including converting legacy documents and volumes, identifying stakeholders and understand the records management aspects. You will also learn the benefits of indexing and recognition techniques.

Instructor: Brian Tuemmler, Consultant, @doc
Length: 5 modules, 4.5 hours
Cost: $395 (Five or more students eligible for group discount -- contact info@cmswatch.com or call for details)

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Outline

Modules included in this course:

- Image Capture Introduction and Essentials
- Imaging Project Planning
- Legacy Image Capture
- Day forward Imaging
- Indexing and Recognition

Who should take this course

- Business Analysts
- IT Management
- Technical staff
- Record Management personnel
- Business Unit (line staff & management)
- Implementation team - IT and business
- Suppliers, Solution Providers, Vendors
- Executives
- Change agents
- Users

What's *not* covered

- Evaluations of specific ECM products (consult our *ECM Suites Report* instead)

Learning Objectives:

Module 1: Image Capture Introduction and Essentials

- Understand the value of information capture in an enterprise information strategy
- Understand the primary attributes of an image and be able to pick a format and compression for an image file: Image Basics, File Formats, Compression

Module 2: Imaging Project Planning

- Staff an appropriate project team including necessary stakeholders
- Understand the time commitments of these individuals as part of the overall project
- Be able to set project goals including user productivity, litigation preparedness and records management
- Be able to prepare a high-level scope and functional and technical requirements based on goals and user activities

Module 3: Legacy Image Capture

- Determine the volume of information that needs be captured in the project
- Plan the steps in the capture process or be able to select the right vendor to help
- Choose and setup the right kind of scanner to meet your needs

Module 4: Day Forward Imaging

- Determine the day forward capture volume
- Decide on an appropriate approach and level of centralization for your imaging effort
- Maximize and communicate user productivity benefits
- Understand the records management requirements and risks of a day-forward capture process

Module 5: Indexing and Recognition

- Understand the value of indexing
- How to recognize business and context sources for index values
- Select and take advantage of recognition technologies