

ECITB Project Document Manager's Course Course Brochure and Competency Matrix

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1. Course description

Course name: ECITB - Document Managers Course.

This is an initial training programme for Document Managers and potential Document Managers.

The course provides a comprehensive and detailed insight into the importance of:

- ▶ Understand the project life cycle and the role and function of document management.
- ▶ Understand the procedures which need to be written at the start of a project and the factors to be considered when writing them.
- ▶ Understand how to run document management on a project from a technical perspective (i.e. not Leadership).
- ▶ Understand the requirements for project closure and handover.

2. Course development

This course is prepared by the industry experts who helped Governmental and professional bodies to draft their national standards and certifications.

3. Certifications offered by professional bodies

- ▶ Certificate of participation from “Project Controls Institute”.

4. Eligibility Requirements

- ▶ Experienced Document Controllers familiar with carrying out the activities of document management.
- ▶ Participants should have a minimum of two to three years’ experience, preferably on two or three different projects covering various aspects of the project life cycle.

5. Course Syllabus

Ref. #	Unit Title
1	Project lifecycle and contract types
2	Role of document management
3	Types of documents to be controlled
4	Quality, legal and contractual requirements
5	Methods and tools for controlling documents
6	Types of procedures and workflows needed
7	Document communication and distribution
8	Changing procedures to suit project changes
9	Project reporting and records
10	Configuration management
11	Project handover and closeout
12	Using KPIs to improve the function
13	Using lessons learned processes

6. Competency Matrix

Coming Soon

Note – Our course brochures are updated on a regular basis for continuous improvement