



Fundamentals of ECM Technologies - Fact Sheet

Based on the rigorous methodology employed in our [ECM Suites Report](#), this course will provide you with a thorough grounding in Enterprise Content Management technology. It will enable you to identify your own requirements more clearly, understand how various ECM system services work, and differentiate among alternate architectures and approaches.

Instructor: Alan Pelz-Sharpe: Principal, CMS Watch

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:

- Introduction to ECM
- ECM Essentials
- Common ECM Requirements
- ECM Architectures
- ECM Vendor Landscape and Trends

Who should take this course

- ECM system project managers, architects, and developers -- to understand what you're about to get into
- ECM product selection team members -- to level-set understanding, expectations, and terminology among the team
- Enterprise architects and IT managers -- to better guide business colleagues about choices and impacts
- Business analysts -- to learn what requirements need to be gathered
- Consultants -- to understand how ECM tools work and provide more value to clients
- Anyone considering implementing or replacing a ECM system

What's *not* covered

- Evaluations of specific products (consult our [ECM Suites Report](#) instead)
- How to build your own ECM platform (although this course could give you a jump-start)



Learning Objectives:

Module 1: Introduction to ECM

- Understand precisely what ECM is - and what it is not
- Grasp the purpose and need for managing enterprise content
- Know the key technologies that are used to manage enterprise content
- Understand the typical business drivers that are used to form a business case for ECM
- Gain an understanding of key content governance issues

Module2: ECM Essentials

- Understand the document lifecycle from creation to destruction - and grasp the importance of this concept in ECM
- Gain a thorough understanding of the key concepts behind the 2 fundamental ECM components: Library Services and Workflow

Module 3: Common ECM Requirements

- Fully grasp the importance of the following key areas of ECM: Capture, Records Management, Information Retrieval, Output
- Understand the role of these areas in broad ECM deployments

Module 4: ECM Architectures

- Have a good grasp of the basics of ECM architecture
- Grasp the importance and issues of distributed ECM
- Gain an understanding of SOA in relations to ECM
- Understand how architecture practically relates to the ECM project and the building of an ECM system

Module 5: ECM Landscape and Trends

- Fully understand the make-up of the ECM market
- Choose intelligently between a variety of ECM supplier options
- Procure ECM technology in a clear and coherent way
- Be aware of key pitfalls and issues that you may encounter
- Understand the current trends in the ECM marketplace