Training Course:
Advanced Documents and Records Compliance &
Technical Project Management

24 March - 4 April 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur

Training Course:
Advanced Documents and Records Compliance & Technical Project Management

Training Course code: SC235516 From: 24 March - 4 April 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 9240 ⬚ Euro

Introduction:

In today's rapidly evolving business environment, the need for robust document and records compliance coupled with effective technical project management is paramount. Organizations are increasingly under pressure to not only deliver projects on time and within budget but also to ensure that all documentation adheres to stringent regulatory standards. This is particularly crucial in industries where technical projects are subject to rigorous compliance requirements, such as construction, engineering, pharmaceuticals, and information technology.

This 10-day comprehensive training program is meticulously designed to bridge the gap between these two critical disciplines: Advanced Documents and Records Compliance, and Technical Project Management. Participants will gain an in-depth understanding of the principles and practices necessary to manage complex technical projects while maintaining full compliance with regulatory standards. The program will cover the lifecycle of documents and records, from creation to archiving, and how these processes intersect with the stages of project management.

Furthermore, the training will explore the latest tools, technologies, and methodologies that can be leveraged to enhance both document compliance and project outcomes. Participants will learn how to establish effective document control systems, manage compliance audits, and integrate these processes seamlessly into their project management practices. By focusing on real-world applications and case studies, this program ensures that participants leave with practical skills and knowledge that can be immediately applied within their organizations.

Whether you are a project manager tasked with overseeing technical projects, a compliance officer ensuring that all documentation meets regulatory requirements, or a records manager responsible for the integrity of your organization's documentation, this program will equip you with the skills to excel in your role. By the end of the 10 days, participants will be fully prepared to lead technical projects that not only meet operational goals but also adhere to the highest standards of documentation and records compliance.

Target Audience:

- Project Managers and Team Leaders

- Compliance Officers

- Documentation and Records Managers

- Technical and Operations Managers

- Professionals involved in project planning, execution, and document control

- Mid-level to senior-level managers looking to enhance their project and compliance management skills

Objectives:

By the end of this training program, participants will be able to:

- Understand the principles of advanced document and records compliance in technical environments

- Implement strategies for effective document control, ensuring compliance with industry regulations and standards

- Lead technical projects efficiently by utilizing project management tools and techniques

- Integrate compliance requirements into technical project management processes

- Develop project documentation that meets audit and compliance standards

- Improve communication and coordination across teams to enhance project outcomes

- Manage project risks and document changes effectively

- Ensure alignment between project goals and regulatory requirements

Outlines:

Day 1:

Introduction to Document and Records Compliance

- Overview of documents and records compliance

- Importance of compliance in technical projects

- Regulatory standards and requirements

- Risk management in documentation

- Case studies of compliance failures and successes

Day 2:

Advanced Document Control Systems

- Key features of document control systems

- Setting up an effective document management system DMS

- Classification and lifecycle of records

- Access control, security, and confidentiality in document management

- Best practices for maintaining accurate and up-to-date records

Day 3:

Compliance Audits and Documentation Standards

- Preparing for internal and external audits

- Document retention policies and compliance with legal regulations

- Compliance documentation for international standards ISO, GDPR, etc.

- Audit trail creation and monitoring

- Corrective actions based on audit results

Day 4:

Project Management Fundamentals

- Introduction to technical project management

- Project lifecycle: initiation, planning, execution, monitoring, and closing

- Role of a project manager in technical environments

- Aligning project goals with organizational objectives

- Tools and methodologies in technical project management Waterfall, Agile, etc.

Day 5:

Project Planning and Documentation Management

- Integrating compliance documentation in project planning

- Scope definition, work breakdown structure WBS, and project schedules

- Managing project deliverables and milestones

- Project documentation templates and reporting tools

- Effective project communication strategies

Day 6:

Risk Management in Technical Projects

- Identifying and assessing project risks

- Developing risk mitigation strategies

- Documenting risk management plans

- Tools and techniques for risk monitoring and control

- Case studies in risk management and compliance in technical projects

Day 7:

Change Management and Documentation

- Change management process in technical projects

- Managing and documenting project changes

- Compliance considerations during change management

- Ensuring stakeholder alignment in change processes

- Practical exercises on change management documentation

Day 8:

Quality Control and Documentation in Projects

- Principles of quality management in technical projects

- Documenting quality control processes and standards

- Monitoring project performance and compliance

- Tools for ensuring quality compliance checklists, audits

- Developing a quality management plan and related documentation

Day 9:

Project Closure and Documentation Compliance

- Finalizing project documentation and archiving records

- Compliance checks before project closure

- Post-project audit and evaluation processes

- Handover of project documents and lessons learned documentation

- Review of case studies for project closure documentation

Day 10:

Workshop: Integrating Compliance and Project Management

- Real-life project management and compliance scenarios

- Group exercises in managing technical projects with compliance requirements

- Role-play: audit and project management challenges

- Developing a comprehensive project and compliance management plan

- Final review and Q&A session

Registration form on the Training Course:
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