

Computer Aided Design and Document Management Knowledge Center

Computer Aided Design, 3D, 4D, Digitization, Mapping, 3D Plant Design, Document Management, Electronic Document Management System (EDMS)

5 Days (1 Week) Training Programs List

Program Code	Program Name (Click to Access Website Brochure with Current Dates)	Program Content Summary
CAD0035	CAD Technical Drawing Drafting and Planning Skills	<p>This program is for Engineers Draftsmen working on CAD Project Supervision.; It Exposes you to All Aspects of CAD Drawing Office Works (Not Just Drafting Drawings).; The Drawing Drafting Function; Effective Planning Management Needs of CAD Drawing Office; Problem Areas; Contractual Issues; Industrial Designs; Patents Copyright; Productivity Issues; Drafting Skills; Tools Software; Checking of Drawings - Standards, Specifications, Completeness, Errors; Standardization Issues; Productivity Issues; Future Needs - Intelligent Drawings; Accuracy (Customization); Quality Assurance; Drawing Drafting Technology; Role of Drawing and Drafting in the Design Development Cycle; Quality Assurance Implementation in Drawing Drafting; Contractual Issues with Drawings on Projects; Industrial Designs; Patents Copyrights; Planning Tools Techniques; Electronic Document Management Systems; Digitization of Paper Drawings; Drawing Drafting Tools; Using AutoCAD for Drafting Productively; Implementing Standardization; Implementing Productivity; Error Prevention; Other Supervision Management Issues; Detailed Flow-Charts for each step/process discussed to give participant a deep insight into the Practical Issues they will face on their job.; Program Recommendations</p>
CAD1005	Essential Work Process Understanding and Skills for New CAD Professionals	<p>Program coverage includes: CAD Problem Areas, Contractual Issues, Industrial Designs Patents Copyright, Productivity Issues, Drafting Skills Tools Software, Checking of Drawings - Standards, Specifications - Completeness- Errors..., Standardization Issues, Productivity Issues, Future Needs - Intelligent Drawings, Accuracy (Customization), Quality Assurance ; This program provides the CAD Professional a Practical and Essential Understanding of Processes & Controls for Producing Effective and Efficient Drawings.; The CAD office Function; Drawing Drafting Technology; Role of Drawing and Drafting in the Design Development Cycle; CAD Section Workflows; Impact of the 4 M's - Men, Materials, Methods and Machines; Effective Planning Management Needs of CAD Drawing Office; Other Topics: Problem Areas; Contractual Issues; Industrial Designs, Patents & Copyright; Drafting Skills, Tools Software; Checking of Drawings - Standards, Specifications, Completeness, Errors... Error Prevention; Accuracy through Customization; Accuracy through Standardization; Productivity Issues; Future Needs - Intelligent Drawings; Quality Assurance Implementation in Drawing Drafting; Planning Tools Techniques; Electronic Document Management Systems; Digitization of Paper Drawings; Implementing Standardization; Implementing Productivity; Detailed Flow-Charts for each step/process discussed to give participant a deep insight into the Practical Issues they will face on their job.; Program Recommendations</p>

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CAD1915	CAD Productivity and Quality Assurance Techniques	<p>This program provides Quality Assurance Productivity Improvement in CAD Work, Standardization, Accuracy-First-Time? Tools and Procedures For Operators, Checkers, Engineers, and Supervisors. CAD usage is taught everywhere and Draftsmen and Engineers have been making Good Drawings - So where is the problem? CAD drafting errors need a lot of time to detect, correct or redo- many of these errors are avoidable. Sooner or later all organizations realize it is much more advantageous to spend time in setting up procedures and checklists for CAD functions rather than trying to correct errors later. Tools and Methodologies are available to enable errors to be identified reliably. Productivity, accuracy, standardization strategic considerations are not taught anywhere else... except in this program!; The CAD Section Issues & Problems; CAD Customer Needs & Expectations; CAD Drafting Errors; Methodologies & Tools for Minimize errors through Error Prevention; Methods & Tools for Automate error checking; Techniques for Maximize Productivity; Reduce Rework very Substantially; Facilitating Group working - Maintaining Standardization; Insuring you Drawings will be suitable for... Future CAD Upgrades; Move from one CAD Software to Another; Present & Future Compatible with Electronic Document Management Systems; Suitability for Serving as Base Drawings for Future Intelligent Applications; Obtaining Accurate Bill of Material ; Ease of Performing Design Analysis; CAD Drawings Use for GIS Type Applications; CAD Section Processes; Documenting CAD Processes; Risks in CAD processes; Controls for CAD Processes; eEnabling CAD Section Management; Review & Improvement of CAD Processes; Program Recommendations</p>
CAD2415	CAD Quality Assurance and Productivity Improvement and New CAD Methodologies	<p>This program provides the CAD Operator and Engineer the essential understanding and tools for Quality Assurance, Productivity Improvement and use of Tools.; Program covers Work Methodologies, Tools, Accessories and Customizations. The content of this program is not CAD software specific and applies for CAD Operators using AutoCAD, Micro station or other Software.; Problems in Existing CAD Implementations; Risks when Producing CAD Drawings; Controls for Producing Accurate and Standardized Drawings; Error Prevention; Automate error checking; Reducing Rework; Maintaining Standardization of Drawings; Drawing Preparation Method Standardization; Scanning for CAD Work; Digitization of Paper Drawings; 3D Modelling; Drawing Compatibility with Future Intelligent Systems; Compatibility with Future CAD Upgrades; Compatibility with Move from one CAD Software to Another; Compatible with Electronic Document Management Systems; Suitability for Serving as Base Drawings for Intelligent Applications; Accurate Bill of Material; Design Analysis; GIS Type Applications; Other Topics of Interest to Participants; Program Recommendations</p>

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DCD3055	Managing the CAD and Documentation Section	<p>Full Technological and Management Aspects Intensive Review of CAD Operations. QA, Productivity Improvement, Standardization, Customization Ensuring use of best practices from the industry. You will also gain skills in applying the Best Worldwide Practices in All Aspects of Computer Aided Design Implementation and Management: Planning; Quality Assurance; Technology; Management; You will Understand Industry Standards Short Training Program incorporating QA, Productivity Improvement, Standardization, Customization, Best Practices CAD department management poses many special problems? both personnel and technical? QA, Productivity Improvement, Standardization, Customization Ensuring use of best practices from the industry. All these issues are discussed in detail from the view of practical implementation in your work and in the work methods of your department. This program is intended for CAD aware participants who wish to take on supervisory or management roles in their sections. It will also help the CAD professionals dramatically increase their productivity, quality and useful life of their CAD drawings; Methodologies & Technologies for Present & Future CAD Sections; Good & Best Industry Practices; Understanding Documentation Section Internal & External Customers; Understanding Organizational Expectations from CAD & Documentation Sections; Good Section Objectives & Goals; Empowerment of CAD & Documentation Staff; Commitments & Service Level Agreements; Ensuring Inputs Used are Verified for Quality; User Sketches, Data, Documents Handling; Preparing CAD & Document Section Processes & Criteria; Performance & Control of Work Processes; Performance & Control of Work Processes; Identifying Defects and Defective Performance; Managing Tools for Identifying Defects & Defective Performance; Correcting Defects & Defective Performance; Preventive Actions for Defective Performance; Handling & Storage Practices; Document Access and Control; Communication & Help Desk Practices; Training & Manpower Capability Building; Motivating Section Staff; Effective Management Review & Control; Projects for Achieving Section Objectives; Program Recommendations</p>
DIG2215	Digitization and Standardization of Engineering Drawings to Intelligence Enabled Specifications	<p>This program provides you the technology and the understanding of the issues involved in proper Digitization of old Drawings and Maps, and, Standardization of In-house and Contractor Supplied CAD Drawings and Maps. It will enable you to specify, plan, implement and manage Drawings Digitization for your organization. Key focus is on insuring the system and methodology enables present or future incorporation of User Friendliness and Intelligence in your drawings (BOM, FM, GIS)!!; This is an essential program for your Digitization Project and for your Documentation Professional? it will help save your organization millions in future rework costs. Program Covers: Setup, Specifying, Design, Development, Deployment Upgradation and Maintenance Issues Strategies. This program covers the issues in</p>

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		<p>Transforming Old Paper Drawings, Maps Documents into Intelligent Computer Data (that can be Reused, Referenced, Searched through your computer in the office, at home or when at client/supplier site).; Different Digitization Implementation Case Studies; Analyzing your organizations needs; Setup of Digitization Facilities; Error Prevention Methods; Error Prevention Methods; Productivity Issues; Maintaining Standardization; Insuring Work will be suitable for future upgrades to the emerging technologies and applications.; Specifying Standardization Issues; Deployment Issues; Contracting Out Digitization works? Issues Administration; Planning a Digitization Project; Sources of Information Tools; New Technical Developments; Program Recommendations</p>
DMR6005	Medical Records Management	<p>This program provides the participant the range of practical skills to analyze and understand medical records management systems, technology and methods, and devise strategies for fulfillment of customer service excellence in hospitals and clinics. ; The Emphasis in this program is towards developing a state of art medical management system. Participant will take away a detailed understanding of the step-by-step methodology for preparing a medical record system; Benefits of electronic medical record systems; Improving efficiency of health care delivery; Workflow advantages of EMR; Cost reduction and long term savings; Ensuring customer satisfaction; Qualifying for federal EHR incentives and payments; Choosing the right EMR Software; EMR certifications; Getting accreditation; Options for financing the EMR system; Security concerns; EMR regulations; Privacy issues and related laws; Future Developments; Program Recommendations</p>
DMS2335	Electronic Document Management System with Business Process Automation	<p>In this program you will learn about... This program provides you the know-how and methodology for practically implementing EDMS including Workflow; The methodologies are explained in a step-by-step manner for you to apply directly to your work. This program will help save your organization hundreds of dollars in Rework and Maintenance costs associated with EDMS and Knowledge Management with Workflow implementation by doing it right first time.; Strategies for EDMS Implementation; Understanding Good Management Practices and Role Documents Play; Assessing Documentation Needs for the Business Processes; Knowledge Management through EDMS Systems; EDMS System Implementation: Analyzing Needs; Choosing Implementation Strategy; ; Technical Specifications & Procedures (Scanning, Storage Structure, OCR or Vectorization, Indexing, Security, Workflow, Contracting Arrangement, Monitoring Implementation, Testing and Acceptance, Operation Support); Business Process Automation & Workflow Systems; Understanding Workflow Integration; Identification of Business Processes; Identification of Business Processes Needing Workflow; Technical Specifications and Implementation Procedures; Implementing Workflow with</p>

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		EDMS and Knowledge Management Systems; Preparing Request for Quotations; Program Recommendations
MDM3075	Management of Organizational Documentation Systems	<p>This program will ensure you will design, implement, upgrade or manage your DMS/EDMS/TDMS systems? Right First Time; Too many companies have made implementation mistakes that are now costing them millions to rectify or re-implement; DMS/EDMS/TDMS system specifications must be suitable for future upgrade to Intelligent Drawings/ GIS/Facility Management Applications This program covers the Technology, Quality Assurance, TQM and Management of your Organization's Document Management System (both manual and computer based). Methodologies and Technologies covered include moving your department from Manual to Computerized EDMS, Enhancing Productivity QA through the Use of New Technologies, And, Ensuring Future Compatibility with Intelligent Systems.; You will learn about the Best Worldwide Practices in Organizational Documentation Systems. Latest Systems; Planning Implementation of New Systems; Technology Contractual Issues; Management of Documentation Projects; Moving from Manual to Computerized EDMS. Enhancing Productivity QA through the Use of New Technologies Ensuring Future Compatibility with Intelligent Systems.; Problems Caused by Inadequate Document Records; Problems Caused by Inadequate Document Control; Supporting Business Processes; Supporting Projects; Supporting Organizational Knowledge Base ; Moving from Paper Based to Electronic Document System; Features in Document Management Systems available today; Features and What Impact they have on Productivity ; Management of Documentation Systems (Planning, Organizing, Delegating, Motivating, Solving Day to Day Problems, Coaching & Training, Reporting Performance, Performance Evaluation); Outsourcing & Subcontracting Document Management Issues; Document Service Monitoring and Evaluation; Special Case of Engineering Drawings and Maps; Implementation Document Management Strategies ; Document Project Management Implementations; Documentation Strategic Plan? 5/10-year Plan; Supporting Future Intelligent Systems; Program Recommendations</p>

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XRM9675	Organizational Document and Records Risk Management	This program provides the participant a range of practical skills to analyze and understand document risk management needs. It also helps devise strategies for the fulfillment of knowledge and skill requirements of the participants department/organization.; Participant will take away a detailed understanding of the step-by-step methodology for preparing a corporate/departmental strategic document risk management plan.; Understanding document risk management; Document risk management vocabulary; Understanding the document business environment and context; Comprehensive identification of known, emerging and hidden document risks; Determining document risk appetite; Analyzing the document risks; Evaluating the document risks; Preparing document risk treatment recommendations; Approved document risk treatment plans; Analyzing the residual risks after treatment plan; Preparing a document risk control plan; Controlling the document risks; Management reporting of document risk status; Coordinating with & consulting stakeholders; Getting management commitment for document risk management; Setting up and using a document risk management team; Setting up a good management system framework of document risk management; Setting up a document risk management knowledgebase ; Personalized document risk management; Setting up Early warning system to Provide Decision Support Data; Workshop Case Studies 1; Workshop Case Studies 2; Program Recommendations; An Individualized Action Plan for each Participant.

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