Introduction

Project management is used to optimize the utilization of resources to achieve set goals, within the planned schedule and allocated budget. The digitalization or digitization allows for the projects to reduce the time spent on meetings, reduces costs and enables transparency, cooperation and ease of communication. However, it comes with risks, as managing digital projects involves managing various digital technologies to achieve high-quality deliverables, and these deliverables might not always be tangible, and depend a lot on the user acceptance.

The vast majority of project management failures we see can be traced back to requirements management, scope creep, change request handling, adoption failures, or sustained maintenance — all activities that are in the realm of project management, and when it comes to digitization, all of them are existent as the understanding of the workload needed for responding to change requests is not always fully understood.

The emergence of digital libraries provides an unprecedented opportunity for broader and easier access to an information resources, while at the same time providing additional protection, easier preservation and copyright protection. There are as many approaches to the development of digital libraries as there are definitions of what constitutes digital library. Digital libraries are permanently evolving with the introduction of new formats, standards, technologies, best practices, digital library design, evaluation, preservation, and digital curation and this GLOMACS training course is intended to provide adequate guidance to the professionals involved in these projects on how to achieve their goals without frustration and budget and timeline overruns.

This GLOMACS training course will highlight:

- Digitization scope and influence
- Best practices in Digitization projects
- How are the records digitized?
- What is the best way to enable discoverability of your records?
- Process of digitization of library resources and digitization architecture
- Main risks and their management
- Copyright permission defining and protection

Objectives

By the end of this training GLOMACS training course, participants will learn to:

- Develop adequate digitization policy
- Explain the process of digitization planning, budgeting and monitoring
- Understand the difficulties of digitization related to Optical Character Recognition for local languages
- Learn the best practices of digitization projects
- Determine adequate digitization technology to be used in their projects
- Apply the Project Management techniques for digitization projects

Training Methodology

Participants to this GLOMACS training course will receive a thorough training on the subjects covered by the seminar outline with the instructor utilizing a variety of proven adult learning teaching and facilitation techniques, with focus on hands-on approach. Seminar methodology includes theoretical and practical work, with video materials and presentation of software used for various digitization projects.

The risks management is presented through the lessons learned on previous digitization projects, and the involvement of digitization application in project management.

Organisational Impact

The organizations will greatly benefit as they acquire structured and effective method of understanding how to apply digitization technology in their projects, and how to acquire greatest benefit form digitization:

- Determining risks involved in the digitization projects
- Identify adequate resources and timeline required for the digitization projects
- Gain understanding of Optical Character Recognition (OCR) use and limitations
- Create a structured and uniform project documents for digitization projects
- Reduce costs and time lost in project management of digitization projects
- Provide beneficial improvement options without massive investments

Personal Impact

As the digitization becomes a part of any work, the delegates will enhance their understanding of the adequate uses of digitization techniques, software and applications, this will be achieved through:

- Enhancing the understanding of digital library creation
- Identifying adequate techniques and processes for digitization of documents and records
- Application of project management techniques in digitization projects
- Understanding the influence of digitization on record management and security
- Acquiring the principles of copyright preservation and monitoring
- Getting acquainted with the digitization methods, software and their use and limitations

Who Should Attend?

This GLOMACS training course is designed for a variety of professionals involved in the digitization projects, and it is suitable to a wide range of professionals but will greatly benefit:

- Project Managers
- Program Managers
- Account Managers
- Business Sponsors
- Technical Managers
- Digital Practitioners
- IT Managers
- As well as any professionals involved in the process of digitization or project management
Seminar Outline

DAY 1

Digital Libraries

- Introduction, Definitions and Framework
- Creating Large Scale Digital Libraries
- Digital Collection Policy Development
- Legal and Standard Issues
- Protection of Copyright

DAY 2

Digitization Projects

- Differences between Digitization Projects and Regular Projects
- Project Mapping for Digitization Capabilities
- Digitization Project Governance
- Digitization Project Execution Models
- Digitization Proof of Concept

DAY 3

Digitization Project Management

- Key Characteristics of Digitization Project Management Planning
  - Project Plan
  - Collaboration Plan
  - Risk Management
  - Staffing Plan
- Change Management in Digitization Projects
- Digitization Project Cost Estimation
- Best Practices in Digitization Project Management

DAY 4

Digitizing Your Data-Principles and Methods

- How to Digitize the Records
- Difference between In-house and Outsourcing of Digitization
- Records Discoverability
- Optical Character Recognition
  - Application
  - Limitation
  - Local Languages
- Content Availability and Protection
- Record Digitization Workflow

DAY 5

Digitization Project Execution and Monitoring

- Applying the Digital Maturity Model
- AGILE Project Management and Digitization Projects
- Managing Stakeholders and their Engagement
- Achieving Excellence in Managing Digital Records
- Digital Records Storage and Maintenance
Best Practices in Projects
Technical Library & Digitalization

4 WAYS TO REGISTER

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TERMS AND CONDITIONS

• Fees – Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
• Mode of Payment – The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/sponsor. Credit card and cheque payments are both acceptable.
• Cancellation / Substitution – Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
• Hotel Accommodation – is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
• Attendance Certificate – a certificate of attendance will only be awarded to those delegates who successfully completed/attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
• Force Majeure – any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
• Fair Access / Equal Opportunities – In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.