

*Certified Information Professional Prep Class
Las Vegas, NV
January 9 – 12, 2018*

Day One

Domain 1 – Creating and Capturing Information

- Sources of Information
- Information Management Repositories
- Taking Control
- Automating Information Capture
- Forms Processing
- User Driven IT
- Capturing Email
- Capturing Paper Documents
- Collaboration

Lunch

Domain 2 – Organizing and Categorizing Information

- Metadata
- Organizing and Categorizing Information Structures
- Search
- eDiscovery

Day Two

Domain 3 – Governing Information

- Introduction to Information Governance (IG)
- The IG Strategy and Assessment
- Developing or Updating the IG Program
- Security
- Evaluating the IG Program

Lunch

Domain 4 – Automating Information Intensive Processes

- Business Analysis
- Business Process Management

Day Three

Domain 5 – Managing the Information Lifecycle

- Introduction to Records Management
- Retention and Disposition
- Knowledge Management
- Digital Preservation

Lunch

Domain 6 – Implementing an Information Management Solution

- Information Management Strategy
- Business Case
- Information Management Requirements
- System Design and Implementation
- Change Management

Day Four

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