



## WORKSHOPS

### ICA-Req Module 2: Managing Digital Records in Electronic Records Management Environments

#### OBJECTIVES

The workshop aims to introduce participants to ICA-Req, in particular the second module and specifying requirements for electronic records management systems.

#### TEACHERS

Prof. Justus Wamukoya, Moi University (KENYA)

Louisa Venter, Senior Consultant, Enterprise Content Manager, Datacentrix (SOUTH AFRICA)

Patricia Stabbins, Director, Records solutions (SOUTH AFRICA)

#### DATES:

15<sup>th</sup> October 2014

15:30 – 17:30

#### NUMBER OF PLACES:

50 people

**VENUE:** Auditorium Conference Centre. Pg. de la Devesa, 35. Girona

#### WORKSHOP SYLLABUS

##### 1. Overview of ICA-Req

1.1. Modules 1 and 3

1.2. Module 2

##### 2. Specifying functional requirements for records management systems

2.1. Aims of requirement specification

2.2. Adapting the standard for specific projects