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## CDIA+ Certification

**Duration:**

Instructor-led Classroom Learning - 3.00 Day(s)

**Outline:**

**Lesson 1:** Project kickoff

- Project team
- Project charter

**Lesson 2:** Strategic direction

- Organizational goals and issues
- Users and groups
- Document technologies
- Records management

**Lesson 3:** Work environment analysis

- Document processes
- Document volumes

**Lesson 4:** Justification and approval

- Developing a business case
- Risk analysis

**Lesson 5:** Solution

- Identifying a solution
- Conceptual design document

**Lesson 6:** Imaging technology design

- Document capture
- Display components

**Lesson 7:** Computing environment design

- Storage options
- Network design
- Integration

**Lesson 8:** Conversion

- Conversion issues

**Lesson 9:** Prototype

- Testing the system design

**Lesson 10:** Implementation

- Implementing a new system
- Testing and documentation