# Engineering Document Management Systems (EDMS) Training Course

19 - 23 Oct 2026

Tokyo

5800 € (Per Person)

Ref: #CAD9864_84163

## Course Introduction / Overview:

In the high-stakes world of engineering and construction, the effective management of project documentation is not merely an administrative task but a critical pillar of project success. Mismanaged documents, poor version control, and inefficient workflows can lead to costly rework, schedule delays, and significant compliance risks. This comprehensive course is designed to equip professionals with the strategic and practical skills needed to implement and manage Electronic Document Management Systems (EDMS) effectively within engineering projects. Drawing on principles discussed by experts like John M. Nicholas in works such as "Project Management for Engineering, Business, and Technology," this program moves beyond basic software training to instill a deep understanding of the entire document lifecycle. Participants will explore how to establish robust document control frameworks that enhance collaboration, ensure data integrity, and streamline project execution from conception to closeout. At BIG BEN Training Center, we provide a learning experience that transforms how you manage project information, turning it into a strategic asset that drives efficiency and mitigates risk. This course is your definitive guide to mastering the complexities of modern engineering document control.

## Target Audience / This training course is suitable for:

- Project Managers and Project Directors.
- Document Controllers and Information Managers.
- Project Engineers from all disciplines (Civil, Mechanical, Electrical, etc.).
- Quality Assurance and Quality Control (QA/QC) Managers and Inspectors.
- Project Planners and Schedulers.
- Construction Managers and Site Supervisors.
- Contracts and Procurement Specialists.
- Project Management Office (PMO) staff.

## Target Sectors and Industries:

- Construction and Infrastructure Development.
- Oil and Gas (Upstream, Midstream, and Downstream).
- Power Generation and Utilities.
- Manufacturing and Industrial Engineering.
- Aerospace and Defense.
- Mining and Natural Resources.
- Pharmaceutical and Process Engineering.
- Government agencies and public works departments.

## Target Organizations Departments:

- Engineering Department.
- Project Management Office (PMO).
- Quality Assurance and Quality Control (QA/QC).
- Operations and Maintenance.
- Contracts and Procurement.
- Health, Safety, and Environment (HSE).
- Information Technology (IT).
- Regulatory Compliance and Legal.

## Course Offerings:

By the end of this course, the participants will have able to:

- Develop a strategic plan for selecting and implementing an EDMS tailored to engineering project needs.
- Master the principles of document lifecycle management, from creation to archiving.
- Implement robust version control and revision management protocols to prevent errors.
- Design and automate complex document review and approval workflows.
- Establish effective metadata and taxonomy structures for rapid document retrieval.
- Ensure compliance with industry standards such as ISO 19650.
- Manage engineering change orders and their documentation trail effectively.
- Integrate the EDMS with other project systems like CAD, BIM, and ERP.
- Prepare and manage documentation for project audits, handover, and closeout.
- Leverage EDMS features to enhance team collaboration and information sharing.

## Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in a real-world context. We move beyond traditional lectures by incorporating a blended learning approach that includes expert-led presentations, in-depth case study analyses of successful and failed EDMS implementations in major engineering projects, and interactive group workshops. Participants will work in teams to solve practical problems, such as designing a document workflow for a complex change order or developing a metadata schema for a new project. The course emphasizes hands-on learning through simulated exercises that mirror the challenges faced in a live project environment. Our experienced instructors facilitate dynamic discussions and Q&A sessions, encouraging participants to share their own experiences and challenges. Continuous feedback is provided throughout the course to reinforce key concepts and ensure a thorough understanding of the material. This immersive and collaborative approach guarantees a comprehensive mastery of engineering document management systems.

## Course Agenda (Course Units):

### Unit One: Fundamentals of Engineering Document Management

- Introduction to Electronic Document Management Systems (EDMS).
- The strategic importance of document control in engineering projects.
- Understanding the complete document lifecycle from creation to archiving.
- Key differences between document management and records management.
- Core principles of version control versus revision control.
- The high cost of poor document management in construction and engineering.
- Overview of the regulatory and legal landscape for technical documents.

### Unit Two: Planning and Implementing an EDMS

- Defining project requirements and scope for an EDMS.
- Criteria for selecting the right EDMS software and vendor.
- Developing a comprehensive EDMS implementation roadmap.
- Strategies for successful data migration from legacy systems.
- Change management and securing user buy-in across the organization.
- Planning and executing effective user training programs.
- Calculating the return on investment (ROI) for an EDMS project.

### Unit Three: Core EDMS Functions and Best Practices

- Mastering document registration, numbering, and classification.
- Designing and implementing automated review and approval workflows.
- Advanced search and retrieval techniques using metadata and full-text search.
- Establishing a robust metadata and taxonomy strategy.
- Managing user roles, permissions, and access control for security.
- Best practices for managing transmittals and submittals.
- Creating and utilizing audit trails for accountability and compliance.

## Unit Four: Advanced EDMS Applications and Integration

- Integrating EDMS with CAD, BIM, and other engineering software.
- Achieving compliance with ISO 19650 and other industry standards.
- Managing complex engineering change management processes within the EDMS.
- Using the EDMS for collaborative design reviews and markups.
- Managing supplier and contractor documentation effectively.
- Mobile access and managing documents on the construction site.
- Leveraging EDMS analytics and reporting for project insights.

## Unit Five: EDMS in the Project Lifecycle and Future Trends

- Utilizing the EDMS during project execution and control phases.
- Streamlining the project closeout and handover process.
- Best practices for long-term document archiving and retrieval.
- The role of EDMS in facility operations and maintenance.
- Future trends in EDMS: AI, machine learning, and predictive analytics.
- Developing a continuous improvement plan for your document management processes.
- Final course review, assessment, and personal action planning.

# FAQ:

## Qualifications required for registering to this course?

There are no requirements.

## How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

## Something to think about:

As AI and machine learning become more integrated into project management, how might predictive analytics within an EDMS transform risk management and decision-making for engineering projects before issues even arise?

## What unique qualities does this course offer compared to other courses?

This course distinguishes itself by focusing on the strategic application of EDMS within the specific context of the engineering project lifecycle, rather than providing generic software training. While other courses may focus on the features of a particular platform, we emphasize the underlying principles of robust document control, process optimization, and regulatory compliance that are universally applicable. Our curriculum is built around real-world engineering case studies, allowing participants to analyze complex scenarios and develop practical solutions. We delve deeply into industry standards like ISO 19650, equipping attendees with the knowledge to ensure their projects are compliant and auditable. The program uniquely bridges the gap between technical EDMS functionality and strategic project management objectives, teaching participants not just how to use a system, but how to leverage it to mitigate risk, improve collaboration, and drive project success. The focus is on developing a holistic understanding of information management as a critical project function, from initial design through to operational handover, ensuring a lasting and impactful learning experience.