Comprehensive Data Lifecycle and Archiving Solutions Training Course

19 - 23 Oct 2026

Cape town

4600 € (Per Person)

Ref: #DM9734_272770

Course Introduction / Overview:

In today's data-driven world, managing information from creation to disposal is no longer just an IT task but a critical business strategy. This course provides a comprehensive exploration of Data Lifecycle Management (DLM) and modern archiving solutions, designed to empower organizations to control their data assets effectively. We will delve into the principles of managing data throughout its entire lifespan, ensuring security, compliance, and operational efficiency. The curriculum is influenced by the foundational concepts of information governance and privacy, echoing the principles championed by experts like Dr. Ann Cavoukian in her "Privacy by Design" framework. Participants will learn to build robust DLM strategies that align with business objectives and regulatory mandates. This training course from BIG BEN Training Center moves beyond theoretical knowledge, referencing practical frameworks discussed in works like "Information Nation: Seven Keys to Information Management Compliance" to provide actionable insights. By mastering data classification, retention policies, and secure archiving technologies, attendees will be equipped to reduce storage costs, mitigate risks, and unlock the strategic value of their organizational data, transforming it from a liability into a well-managed asset.

Target Audience / This training course is suitable for:

- IT Managers and Directors.
- Data Architects and Administrators.
- Information Governance Professionals.
- Compliance and Risk Management Officers.
- Records Managers and Archivists.
- Legal and E-Discovery Professionals.
- Data Security Specialists.
- Business Analysts involved in data projects.
- Solutions Architects and System Integrators.

Target Sectors and Industries:

- Financial Services and Banking.
- Healthcare and Pharmaceuticals.
- Legal and Professional Services.
- Government Agencies and Public Sector Bodies.
- Technology and Telecommunications.
- Energy and Utilities.
- Retail and E-commerce.
- Insurance and Risk Management.
- Education and Research Institutions.

Target Organizations Departments:

- Information Technology (IT).
- Legal and Compliance.
- Data Governance and Management.
- Records and Information Management (RIM).
- Internal Audit and Risk Management.
- Operations and Business Units.
- Cybersecurity and Information Security.
- Finance and Administration.

Course Offerings:

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

- Develop a comprehensive data lifecycle management strategy from creation to disposal.
- Design and implement compliant data retention and destruction policies.
- Master data classification techniques based on sensitivity, value, and regulatory requirements.
- Evaluate and select appropriate on-premise, cloud, and hybrid data archiving solutions.
- Implement robust security measures for data at rest and in transit within archives.
- Streamline e-discovery and legal hold processes for archived information.
- Optimize data storage costs through effective tiering and archiving strategies.
- Ensure data integrity and availability throughout its entire lifecycle.
- Automate DLM processes to improve efficiency and reduce human error.
- Conduct data audits and report on compliance with internal and external regulations.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, interactive, and highly practical, ensuring that participants can apply their learning directly to their professional roles. This course blends expert-led instruction with collaborative learning activities to foster a deep understanding of Data Lifecycle Management and archiving. Sessions will feature detailed presentations on core concepts, followed by real-world case studies that illustrate the challenges and successes of implementing DLM strategies in various industries. Participants will engage in group discussions and workshops to analyze complex scenarios, develop data retention policies, and design archiving frameworks. Hands-on exercises will provide practical experience in evaluating different archiving technologies and planning data migration projects. Our approach emphasizes continuous feedback and peer-to-peer knowledge sharing, creating a dynamic learning environment. The focus is not just on theoretical knowledge but on building the critical thinking and problem-solving skills necessary to manage the entire data lifecycle effectively and strategically within any organization.

Course Agenda (Course Units):

Unit One: Foundations of Data Lifecycle Management (DLM)

- Introduction to Data Lifecycle Management and its business value.
- The seven stages of the data lifecycle from creation to destruction.
- Differentiating between Information Lifecycle Management (ILM) and DLM.
- Key drivers for DLM: compliance, cost reduction, and risk mitigation.
- The role of data governance in a successful DLM framework.
- Understanding structured vs. unstructured data management.
- Establishing key performance indicators (KPIs) for your DLM program.

Unit Two: Data Classification, Retention, and Policy Development

- Principles of effective data classification and categorization.
- Developing a data classification schema based on business impact.
- Creating legally defensible data retention and disposal schedules.
- Aligning retention policies with regulations like GDPR, HIPAA, and SOX.
- The role of metadata in policy enforcement and data management.
- Communicating and enforcing data handling policies across the organization.
- Workshop: Building a sample data retention policy for a case study.

Unit Three: Data Archiving Strategies and Modern Solutions

- Distinguishing between data backup, disaster recovery, and archiving.
- Exploring archiving architectures: on-premise, cloud, and hybrid models.
- Evaluating different data archiving technologies and platforms.
- Planning and executing a seamless data migration to an archive.
- Implementing data tiering for cost-effective long-term storage.
- Strategies for active archiving and data retrieval.
- Best practices for ensuring data integrity and accessibility in archives.

Unit Four: Security, Compliance, and E-Discovery

- Implementing robust security controls for archived data.
- Data encryption techniques for data at rest and in transit.
- Managing access controls and user permissions for sensitive archives.
- Conducting data audits and generating compliance reports.
- Understanding the role of archiving in e-discovery and legal holds.
- Developing efficient processes for searching and retrieving archived data for litigation.
- Ensuring chain of custody for legally sensitive information.

Unit Five: Implementation, Automation, and Future Trends

- Developing a roadmap for implementing a DLM and archiving program.
- Gaining stakeholder buy-in and managing organizational change.
- Automating DLM processes through policy-based engines and workflows.
- Integrating archiving solutions with existing enterprise systems.
- The impact of AI and machine learning on data classification and management.
- Strategies for long-term digital preservation and format obsolescence.
- Course review, final project presentations, and 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 data volumes grow exponentially and regulations tighten, how can organizations balance the cost of long-term data preservation with the strategic value of historical data?

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

This training course distinguishes itself by adopting a holistic and strategic perspective on data management, moving beyond a purely technical or tool-based approach. While other courses may focus on the mechanics of a specific archiving software, our curriculum emphasizes the development of a comprehensive governance framework that integrates legal, compliance, and business objectives. We focus on the "why" behind the "how," enabling participants to design and implement bespoke Data Lifecycle Management strategies that are resilient, scalable, and aligned with their organization's unique risk appetite and regulatory landscape. The course content is built around real-world case studies and practical, industry-agnostic principles, ensuring the skills learned are immediately transferable. Furthermore, we place a strong emphasis on the intersection of data security, privacy, and e-discovery within the archiving process, preparing participants to navigate complex legal and compliance challenges. The interactive methodology fosters critical thinking, ensuring attendees leave not just with knowledge, but with the strategic foresight to build a future-proof data management program that transforms data from a liability into a strategic asset.