Dematerialization: synthesis and implementation

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RH-49   2 Days (14 Hours)

Description

This seminar invites you to take stock of the challenges and contributions of dematerialization in the different strategic areas of the company. You will see current market standards, archiving, EDM, security as well as the technical solutions available for integration into your IS.

Who is this training for ?

For whom

Business manager, financial director, business manager, project management manager, management control, IT department, IT manager, consultant, auditor, IT specialist.
Prerequisites

Aucune

Training objectives

- Discover the advantages and disadvantages of a dematerialization approach
- Evaluate the main aspects of a dematerialization approach
- Categorize the norms, standards, laws, decrees and solutions concerning a dematerialization approach
- Understand the legal framework in France and Europe
- Establish a methodology for implementing a dematerialization project

Training program

Enjeux et démarche de la dématérialisation

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We are at your disposal : De Lun - Ven 09h00-18h00

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- Dematerialization in the service of business transformation.
- The challenges: productivity gain, process optimization, performance gain, improve traceability.
- Areas concerned.
- The benefits.
- The main obstacles.
- Master plan.
- Success factors.
- Impacts.
- ROI.
- Main approaches.
- Re-engineering processes and organization.
- How to successfully lead a project dematerialization.
- Modern approach: SOA, Agility, ITIL.
- Organization and governance.
- Change management.
- What is the role of the IT department to support the organization in this new approach? Case study PES invoices and shipments.
- V2 towards the public treasury within the framework of a community territorial.

La dématérialisation, le multicanal et la mobilité

- Dematerialization at the service of a multichannel strategy.
- The challenges and the 360° vision of the customer.
- The harmonization of channels: web, mobile , physical telephone.
- How to move from a silo organization to an integrated multi-channel organization? How to harmonize the processing of telephone, mail, email and physical requests? How to measure the performance of requests for each channel? Dematerialization and mobility.
- The contributions of mobility to dematerialization.
- The dematerialization solution via Smartphones and tablets.
- Control the system with a Smartphone or tablet.
- Industrialize and harmonize the porting of business processes to different environments and mobile OS.
- What technical architectures to industrialize mobility solutions? Case study The dematerialization of mail and markets.

Parapheur et signature électronique

- Technical definition (hash, CRL.
-).
- Digital identity (class 1, 2 and 3).
- Production of the certificate (smart card, PI code.
-).
- Chain of trust: ANSSI, RGS.
- Electronic signature formats: XAdES, CAdES, PAdES.
- Mobility: constraints of iOS, Android, Microsoft.
- Interoperability: signature formats, connectors.
- Case study The dematerialization of nursery contracts and electronic signatures via CDC FAST.
- The dematerialization of online diploma delivery via the Digipost/Decapost solution.

La dématérialisation et la collaboration

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- The Intranet 2 approach.
- 0 in the service of dematerialization.
- Corporate social networks.
- From files to sharing .
- From direct to broadcast.
- From delay to real time.
- Social Networks serving the dematerialization chain (LinkedIn, Facebook).

Le décisionnel et le Big data au service de la dématérialisation

- Decision making in a context of dematerialization, why and for whom? The contribution of processes to set up indicators.
- Real-time flow optimization indicators.
- Cross-channel optimization process.
- Technical architecture: ETL, infocenter, business software integration.
- From the infocenter to the Datawarehouse.

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Cadre juridique

- Electronic signature: European directives, laws and implementing decrees.
- Management of evidence: law of March 2000.
- Retention of documents: Civil Code, Commercial Code.
- Electronic archiving: NF Z 42-013 standard.
- Documentary standards: ODF, OOXML, RSS.
- Exchange standards: SEDA , ACTES.
- The CNIL.
- Case study The implementation of an online signature solution in a bank.

Panorama des solutions techniques de dématérialisation

- Legal or probative value archiving.
- Electronic archiving.
- Cloud and legal component.
- Standards: SMI, HSM, NF Z 42-013.
- Third party archivers: CDC Arkhinéo, Doc
- post.
- Acquisition chain.
- Digital document: ODA , SGML, SPDL.
- Digital document: ODA, SGML, SPDL.
- Security: issuer authentication, electronic certificates, cryptography.
- General framework .
- Parapherer and EDM.
- Integration with business software.
- Cloud solutions.
- Automatic Document Recognition.
- Automatic Document Reading.
- Optical Character Recognition.
- Intelligent Character Recognition.

Les architectures techniques

- Process-oriented approach.
- Process modeling.
- Standards and modeling: BPMN.
- Tools: Business Process Manager (BPM), Business Activity Management.
- Entreprise Service Bus (ESB).
- Extract, Transform & Load (ETL).
- Integration protocol: Webservice (SOAP, REST), CMIS, LDAP, SIP.
- Directory and identity management: SSO, SAML, OpenID.
- Solution overview: Open source, proprietary.
- Urbanization: ESB, Portal, webservices.
- Cloud mode solution versus integrated.
- Integration of new media: tablet, Smartphone.

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