

**Block view of the study programme**Or Th Pr Au Cr

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**Block 1**

Certificate organised in partnership with the university faculties of Notre-Dame de la Paix, HEC Ecole de Gestion - ULg (Lentic) and the National Archives of Belgium (AGR).

**Study programme :****Introduction**

- Introduction to the legal field (1h)
- Introduction to the technical field (1h30)
- Introduction to the management field (2h)

**Analysis phase: project preparation**

- Strategic objectives and conditions for success (1h)
- Analysis of what already exists (10h30)
- Legal validation of the project (14h)
- Transversal day n° 1: managing and keeping emails (7h)
- Shaping change (7h)
- Architecture of the technical solution (7h)
- Risk analysis (3h30)

**Strategies and choices: project implementation**

- Strategic aspects (7h)
- Operational aspects (7h)
- Choice of solution (7h)
- Legal protection (21h)
- Implementing the solution (24h30)
- Security strategies for digital information (10h30)
- Transversal day n° 2: cloud computing (7h)

**Project planning and budgeting**

- Project planning: schedule and project sheet (1h30)
- Management of project finances (1h30)

**Project assessment and evolution**

- Follow-up and continuation of the project after its implementation (1h30)
- Assessment phase (2h30)
- Transversal n° 3: digitisation of paper documents (7h)

**Residential seminar**

- Summary: success factors and good practices (4h)
- General case study (12h)