

## MoReq2 Essentials – Fact Sheet

This AIIM Essentials course, developed by Inforesight Limited, provides a complete introduction to MoReq2, the European de facto standard specification for electronic records management systems. It will allow you to understand the background to MoReq2 (including its relationship to other standards such as US DoD 5015.2, PRO, ICA standards and MoReq1 ), what it includes, how to use it – and how not to use it.

**Instructor:** Marc Fresko, Director, Inforesight Limited (lead author and Project Director of MoReq2)

**Length:** 4 modules

**Cost:** \$395

## Outline

Modules included in this course:

- The basics
- Key concepts in MoReq2
- More detail about MoReq2
- Application of MoReq2 in real life

A series of handouts accompany this course:

- Handout 1 - List of course handouts
- Handout 2 - Glossary of abbreviations
- Handout 3 - MoReq2 leaflet
- Handout 4 - MoReq2 table of contents
- Handout 5 - MoReq2 entity-relationship model
- Handout 6 - Other ERMS specifications and reconciliations
- Handout 7 - History of DLM Forum and EC
- Handout 8 - References

## Who should take this course

- Electronic Records Management System project team members
  - Project Manager
  - IT staff
  - Business analysts
  - User representatives
  - Implementation team
  - Testing team
  - Other team members

- Personnel responsible for specifying electronic records management systems requirements
- Records Management staff
  - Records Manager
  - Information Manager
  - Records Management/Information Management Assistants
- Consultants in ECM, IM, ERM, EDRM
- IT staff concerned with electronic records management
- System developers
- Suppliers, Solution Providers, Vendors

## Learning Objectives

### Module 1: The basics

- What is MoReq2?
- What makes up MoReq2?
- What kinds of record does MoReq2 apply to?
- Why do we need MoReq2?
- How was MoReq2 developed?

### Module 2: Key concepts in MoReq2

- The structure of MoReq2 – Chapters, sections and appendices
- The MoReq2 viewpoint on hierarchical classification – why it matters
- The MoReq2 entity model – what it is, why it matters, and how it works
- Non-functional requirements: what they are, illustrated with examples

### Module 3: More detail about MoReq2

- Appendices to MoReq2: what they are, and what is in them
- Core module and optional modules: how they relate to each other
- The MoReq2 metadata model
- How MoReq2 compares to other standards

### Module 4: Application of MoReq2 in real life

- The ongoing governance of MoReq2
- The MoReq2 software testing programme – what it is, how it works, and what it means
- Using MoReq2 for procurement – do's and don'ts
- The value of MoReq2 – and its limitations
- How to get hold of MoReq2 in various formats and languages