DOCUMENT MANAGEMENT PHASES

PLAN
-Document Standards
-Document /Record Scope
-Control Methods
-Accountability / Owners

DEVELOP
-Catalogue / Repository
-Control Record Metadata
-Access and Security
-Distribution / Workflow

BUILD
-Assign Owners / Authors
-Identify or Create Documents
-Populate Catalogue
-Approve and PROD Release

CONTROL
-Document Status Reporting
-Audit / Report Issues and Reviews
-Manage and approve updates
-Validate Control Metadata

REVIEW
-Analyse document quality
-Revise Controls, Methods, Tools, Procedures, Training
-Recommend Improvements

DOCUMENT LIFECYCLE
Create Draft and Validate
Review, Approve, Release
Check Access, Distribute
Control Reviews/Updates
Audit / Manage Obsoletions
Archive, Validate Retention