



## Transaction Document Production

### Professional Development & Certification



*For the printing and publishing industry, the need is great for professional development that is comprehensive, highlights best practices, and provides a path to industry certification.*

*Through **acadami**, employers can ensure their staff receive the highest level of professional development and instruction available for our industry, and that industry recognized certification milestones are used to drive their professional development plan. The result is increased quality, productivity and customer satisfaction.*

### Electronic Document Professional Program

Our program is current, relevant, and supplier-neutral on the technologies, processes, and methods through which positive change is driven. It addresses the three certification levels as defined by Xplor International (EDA, EDP, m-EDP) which enable employers to develop and benchmark their staff against industry standards. These standards recognize knowledgeable, professional, and expert people in the electronic document industry, and the process is similar to the tiered process implemented by the Project Management Institute.

### Who Should Enroll?

All who work with any process along the transaction document production workflow, and who will be assisting customers or colleagues in the business of planning, development and operation of transaction document systems. This includes the departments below within customer, supplier, and service provider organizations:

- *Business development and sales*
- *Product management/marketing*
- *Operations*
- *Managers and staff involved in RFPs and hardware/software acquisition*
- *Professional Services*
- *Application architects, developers and testers*
- *Customer support and account management*

## Transaction Document School

This premier offering includes three courses of instruction combined to provide one week of education to fulfill the requirement for Electronic Document Associate (EDA) certification. Currently certified professionals can attend this course for additional Xplor CEU credits.



## Transaction Document Production

This two day course provides critical information and history for each of the process steps along the transaction document production workflow from “data to delivery”.

Good day. The overall course is fantastic. I do plan to send 10-12 people on this course in 2011 and to move on to my own EDP designation as soon as I qualify.

Topics include typography, statement design, data extraction and formats, object and message management, color management,

as a Manager I learned that training should always continue.

document composition, print streams - manipulation and transforms, steganography and metadata, presentation management, archiving and electronic delivery, ink jet and laser print technologies, paper, inserting technologies, postal practices and standards, and service levels.

## Document Systems Lifecycle

Using three case studies that highlight implementation of TransPromo, the merging of two different print operations, and new printer technology acquisition, this two day course focuses on how to plan for these changes, manage the implementation, ensure successful of ongoing production, maintain and upgrade the systems, and successfully decommission them at end-of-life.

VERY VALUABLE - HELPED THE COMMON PERSON WITH A HIGH-LEVEL UNDERSTANDING OF THE PROCESS, AND GAVE THEM THE MEAT & POTATOES!

Process steps covered are needs analysis, business analysis, technical analysis, architecture, design specifications, development, quality assurance and test, launch, production, maintenance and change control, and de-commissioning.

## Transaction Document Best Practices

This comprehensive one day course builds on what is taught in the Transaction Document Production class. It identifies and reviews the latest and best practices and technologies for each of the process steps for transaction document production and distribution. Best practices are also compared and contrasted with other less optimal ways of getting the job done in order to reinforce the concepts. Best practices are evaluated with regard to risk, security, regulatory compliance, standards, overall costs, efficiency and productivity, quality and customer satisfaction.

Excellent content and a good validation of practices we rigorously employ. Very informational and enjoyable. A must for all business Managers. Thank-you again for delivering a great course