



Consulting and Training | Reach New Heights

Course Name

Document Control for Projects

Sector Name

Management And Leadership

Document Type

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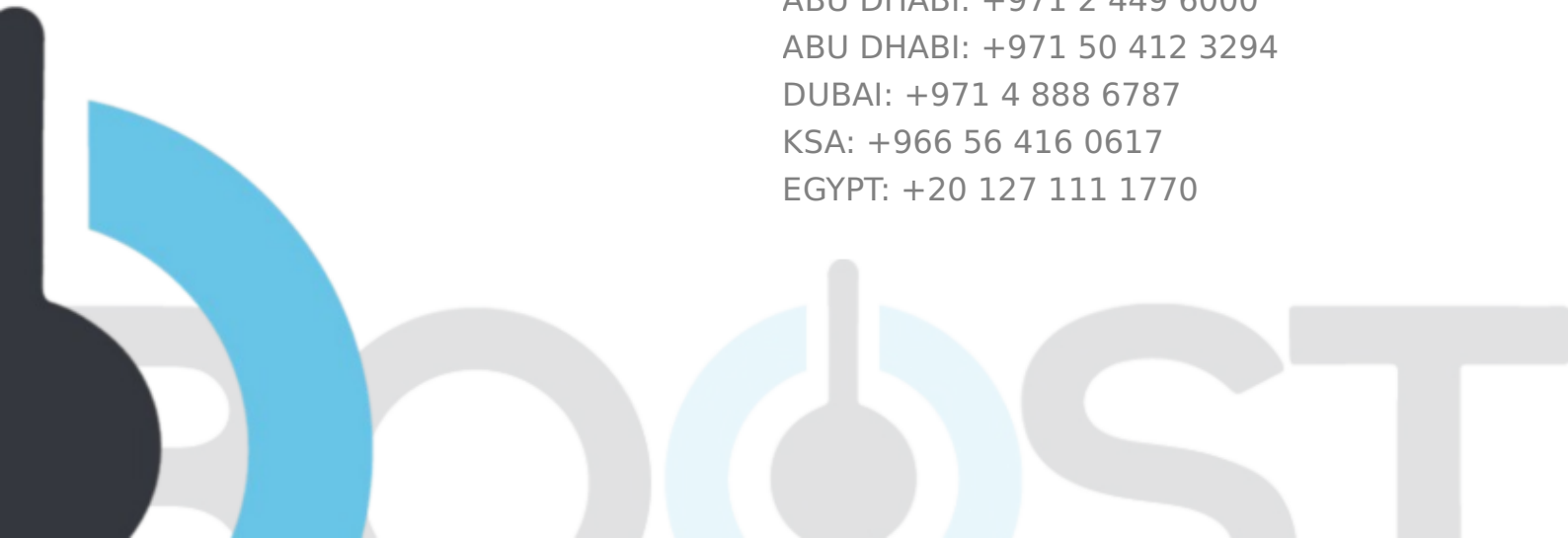
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Document Control for Projects

Course Introduction

Effective document control is a critical success factor in project execution. Poor document management leads to miscommunication, rework, delays, and compliance risk regardless of how strong the project plan may be.

Developed by **Boost**, this course is designed to equip project teams and support functions with a structured and practical approach to document control within projects. The program focuses on organizing, managing, tracking, and safeguarding project documents throughout the project lifecycle—without tying the course on specific software or systems.

Boost's Document Control for Projects course enables participants to maintain accuracy, traceability, and governance across all project documentation.

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Document Control for Projects

Target Audience

- ✓ Project coordinators and officers
- ✓ Document controllers
- ✓ Project administrators
- ✓ Project engineers and team members
- ✓ PMO and project support staff

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Document Control for Projects

Learning Objectives

- ✓ Understand the role of document control in project success
- ✓ Identify key types of project documents
- ✓ Apply structured document control processes
- ✓ Manage document versions, approvals, and access
- ✓ Support compliance, audit, and traceability requirements
- ✓ Improve coordination and communication through controlled documentation

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Document Control for Projects

Course Outline

✓ DAY 01

Fundamentals of Document Control in Projects

Module 1: Role of Document Control in Project Execution

- ✓ Why document control matters in projects
- ✓ Impact of poor documentation on delivery
- ✓ Document control vs. document storage

Module 2: Project Documentation Lifecycle

- ✓ Document creation, review, approval, and archiving
- ✓ Responsibilities across project phases
- ✓ Ownership and accountability

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Course Outline

✓ Day 02

Types of Project Documents and Structure

Module 3: Understanding Project Document Categories

- ✓ Technical, contractual, administrative documents
- ✓ Internal vs. external documentation
- ✓ Critical vs. supporting documents

Module 4: Structuring Project Document Systems

- ✓ Folder structures and classification logic
- ✓ Naming conventions and indexing
- ✓ Ensuring consistency across projects

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Course Outline

✓ Day 03

Document Control Processes and Standards

Module 5: Version Control and Change Management

- ✓ Managing revisions and updates
- ✓ Preventing document conflicts
- ✓ Maintaining document history and traceability

Module 6: Review, Approval, and Distribution

- ✓ Approval workflows
- ✓ Controlled document distribution
- ✓ Managing access and confidentiality

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✓ Day 04

Compliance, Risk, and Quality Assurance

Module 7: Document Control and Compliance

- ✓ Supporting contractual and regulatory requirements
- ✓ Audit readiness and evidence management
- ✓ Preventing documentation-related risks

Module 8: Quality Control through Documentation

- ✓ Ensuring accuracy and completeness
- ✓ Document reviews and checks
- ✓ Linking document control to quality outcomes

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✓ Day 05

Improving Document Control Practices

Module 9: Roles and Responsibilities in Document Control

- ✓ Document controller role clarity
- ✓ Coordination with project managers and teams
- ✓ Managing stakeholders and communication

Module 10: Strengthening Project Documentation Discipline

- ✓ Lessons learned and continuous improvement
- ✓ Standardizing document control practices
- ✓ Building a documentation culture in projects

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Document Control for Projects

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 12, 2027	April 16, 2027	5 days	4950.00 \$	Netherlands , Amsterdam
Aug. 23, 2027	Aug. 27, 2027	5 days	4250.00 \$	UAE , Dubai
Oct. 25, 2026	Oct. 29, 2026	5 days	4250.00 \$	KSA , Riyadh
Jan. 25, 2027	Jan. 29, 2027	5 days	2150.00 \$	Virtual , Online

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