Digital Preservation Planning Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Digital Preservation Planning is a strategic process that ensures long-term access, authenticity, integrity, and usability of digital information despite technological changes and evolving cybersecurity risks. Organizations across government, healthcare, finance, education, cultural heritage, and corporate sectors are increasingly adopting Digital Preservation Planning to safeguard digital assets, comply with international standards, strengthen information governance, and support digital transformation initiatives. Digital Preservation Planning Training Course equips participants with practical knowledge of preservation frameworks, digital lifecycle management, metadata standards, risk management, cloud preservation, and sustainable digital archiving strategies.

The course emphasizes internationally recognized best practices, emerging technologies, and governance models for preserving digital records and repositories. Participants will learn how to develop preservation policies, evaluate storage technologies, manage digital risks, implement trusted digital repositories, and ensure regulatory compliance. Through practical exercises and global case studies, learners will acquire the competencies required to build resilient digital preservation programs that support organizational continuity, knowledge retention, and long-term accessibility.

Programme Curriculum

Digital Preservation Planning Training Course

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Course Objectives

By the end of this course, participants will be able to:

1. Develop comprehensive Digital Preservation Plans.
2. Apply digital lifecycle management strategies.
3. Implement trusted digital repository frameworks.
4. Strengthen digital records governance.
5. Manage preservation metadata effectively.
6. Evaluate preservation storage technologies.
7. Apply cybersecurity principles to digital archives.
8. Conduct preservation risk assessments.
9. Ensure compliance with international preservation standards.
10. Integrate cloud-based preservation solutions.
11. Improve digital asset sustainability.
12. Monitor preservation performance using digital metrics.
13. Support enterprise digital transformation through preservation planning.

Organizational Benefits

- Strengthens long-term digital information security.
- Improves regulatory compliance.
- Enhances knowledge preservation.
- Reduces digital obsolescence risks.
- Supports business continuity planning.
- Increases operational efficiency.
- Improves information governance.
- Enhances organizational resilience.
- Optimizes digital asset management.
- Supports sustainable digital transformation.

Target Audience

- Archivists and Records Managers.
- Information Governance Professionals.
- IT Managers and System Administrators.

- Digital Library Specialists.
- Compliance and Risk Officers.
- Government Information Officers.
- Knowledge Management Professionals.
- Digital Transformation Managers.

Course Duration: 5 days

Course Modules

Module 1: Foundations of Digital Preservation

- Principles of digital preservation.
- Digital preservation lifecycle.
- Preservation planning frameworks.
- International preservation standards.
- Organizational preservation policies.
- Case Study: Digital preservation strategy at the UK National Archives.

Module 2: Digital Repository Management

- Trusted digital repositories.
- Repository architecture.
- Repository certification.
- Digital content organization.
- Repository governance.
- Case Study: Library of Congress Digital Repository.

Module 3: Metadata and Digital Asset Management

- Preservation metadata standards.
- Metadata implementation.
- Digital asset classification.
- File format sustainability.
- Metadata quality assurance.
- Case Study: Europeana Digital Heritage Platform.

Module 4: Preservation Risk Management

- Risk identification techniques.
- Digital obsolescence management.
- Disaster recovery planning.
- Cybersecurity integration.

- Preservation audits.
- Case Study: National Archives of Australia preservation program.

Module 5: Cloud Preservation Technologies

- Cloud preservation architecture.
- Hybrid storage solutions.
- Cloud security controls.
- Data redundancy strategies.
- Scalability planning.
- Case Study: Google Cloud digital archive implementation.

Module 6: Preservation Policies and Compliance

- Policy development.
- ISO preservation standards.
- Legal and regulatory compliance.
- Information governance.
- Audit readiness.
- Case Study: UNESCO Digital Heritage Preservation initiatives.

Module 7: Preservation Monitoring and Sustainability

- Performance measurement.
- Preservation analytics.
- Digital sustainability strategies.
- Continuous improvement.
- Technology roadmap planning.
- Case Study: Harvard Library Digital Preservation Program.

Module 8: Digital Preservation Implementation

- Preservation project planning.
- Change management.
- Stakeholder engagement.
- Resource allocation.
- Future technology integration.
- Case Study: National Digital Stewardship Alliance best practices.

Training Methodology

- Interactive expert-led presentations.
- Practical demonstrations and workshops.
- Hands-on preservation planning exercises.
- Digital repository simulations.
- Group discussions and collaborative learning.
- International case study analysis.
- Digital preservation policy development.
- Risk assessment exercises.
- Knowledge assessments and feedback sessions.
- Action planning for workplace implementation.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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