

University of Palestine

Course Title: إدارة الوثائق والسجلات الإلكترونية

Date: 2019/05/22

No. of Questions: 3

Time: 2 hours



Lecturer Name: Dr. Mohammed Shbier

College Name: _____

Specialist: _____

Total Grade: 30

Using Calculator : No

2nd Semester. 2018/2019 Final Exam

Student Name: _____

Student No: _____

Dear students,

First of all you should to read carefully through all the exam questions, and then you have to attempt the questions that you think you can answer completely.

This exam contains **THREE (3)** questions in **SIX (6)** printed pages include the cover page.

Answer all question in the space provided.

Good luck & best wishes

FOR INSTRUCTOR USE ONLY

Question 1	Question 2	Question 3	Total

Notes:

Signature: _____

Q1: True or False with correction

(10Marks)

- () 1. Tangible benefits are the hard gains that are made by implementing an EDRMS solution such as saving costs, saving floor space, productivity gains, and competitive advantages.

- () 2. Intangible benefits are the benefits that actually save the organization money and, hence, appear in the organization's accounts.

- () 3. centralized storage of information and records, compliance with record-keeping laws and compliance with standards also concede as tangible benefits

- () 4. Gains in productivity lead to saving costs as well as saving floor space, which also lead into saving costs

- () 5. The Business Case allows excluded from the cost of the project

- () 6. OCR is the mechanical or electronic translation of images of handwritten, typewritten or printed text

- () 7. OCR makes it possible to use techniques such as machine translation, text-to-speech, and text mining.

- () 8. reCAPTCHA is a system originally developed to help converting text of books to images that used online system

- () 9. Typical accuracy rates 100%; total accuracy can only be achieved by human review

- () 10. Sakhr Arabic OCR has 96% accuracy for high-quality documents; 99.8% accuracy for low-quality documents

Q2)

(10 Marks)

Q2.1) Define and describe PRINCE2 projectmanagement method

(2 Marks)

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(3 Marks)

Q2.2) Starting up a project contains six other processes, list them

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Q2.3) The Initiating a Project process is concerned with the in-depth details of the project . List five of initiating project process? (5 Marks)

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END OF QUESTIONS