

University of Palestine

Course Title: إدارة الوثائق والسجلات الالكترونية



Lecturer Name: Dr. Mohammed Shbier

Date:

College Name: _____

No. of Questions: 3

Specialist: _____

Time: 1 hour

Total Grade: 15

Using Calculator : No

2nd Semester. 2018/2019 Second 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 **THREE (3)** printed pages.

Answer all question in the space provided.

Good luck & best wishes

FOR INSTRUCTOR USE ONLY

Question 1	Question 2	Question 3	Total

Q1: Specify whether the following statements are True or False (5 Marks)

- () 1. Intangible benefits are the benefits that actually save the organization money and, hence, appear in the organization’s accounts
- () 2. Intangible benefits include, full disaster recovery, Improved staff morale, and Improved staff morale
- () 3. The costs of implementing an EDRMS solution must exclude project management, information gathering and analysis, and the Feasibility Study
- () 4. OCR makes it possible to search it for a given word or phrase, store it more compactly, and apply such techniques as machine translation
- () 5. reCAPTCHA is a system originally developed to help digitize the text of books while protecting websites from bots attempting to access restricted areas. It used to overcome the problem with old books is that OCR is not perfect

Q2) Answer the following questions

(5 Marks)

The Initiating a Project (IP) process is concerned with the in-depth details of the project. In details, describe the IP process?

Lined area for writing the answer.

