ERP Backup, Archiving and Data Retention Policies Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s data-driven business landscape, enterprises rely heavily on ERP systems like SAP, Oracle, and Microsoft Dynamics to streamline operations and ensure compliance. However, without a robust data backup, archiving, and retention policy, organizations risk data loss, legal penalties, and operational downtime. ERP Backup, Archiving and Data Retention Policies Training Course empowers IT professionals, system administrators, and compliance officers with the knowledge to design, implement, and monitor secure, compliant, and automated ERP data lifecycle strategies aligned with GDPR, ISO 27001, and SOX standards.

Through a mix of hands-on labs, real-world case studies, and policy design workshops, participants will master the best practices for data integrity, disaster recovery, cloud archiving, and regulatory retention compliance. This course equips participants to reduce system load, enhance ERP performance, and ensure data availability, security, and governance across hybrid or multi-cloud infrastructures.

Programme Curriculum

ERP Backup, Archiving and Data Retention Policies Training Course

Introduction

In today’s data-driven business landscape, enterprises rely heavily on ERP systems like SAP, Oracle, and Microsoft Dynamics to streamline operations and ensure compliance. However, without a robust data backup, archiving, and retention policy, organizations risk data loss, legal penalties, and operational downtime. ERP Backup, Archiving and Data Retention Policies Training Course empowers IT professionals, system administrators, and compliance officers with the knowledge to design, implement, and monitor secure, compliant, and automated ERP data lifecycle strategies aligned with GDPR, ISO 27001, and SOX standards.

Through a mix of hands-on labs, real-world case studies, and policy design workshops, participants will master the best practices for data integrity, disaster recovery, cloud archiving, and regulatory retention compliance. This course equips participants to reduce system load, enhance ERP performance, and ensure data availability, security, and governance across hybrid or multi-cloud infrastructures.

Course Duration

5 days

Course Objectives

1. Understand ERP data lifecycle management (DLM) fundamentals.
2. Design data backup and recovery strategies for SAP, Oracle, and Dynamics 365.
3. Implement automated data archiving frameworks for performance optimization.
4. Develop compliant data retention schedules aligned with GDPR, HIPAA, and SOX.
5. Apply cloud-based backup and archiving solutions (Azure, AWS, GCP).
6. Optimize storage utilization through data tiering and compression.
7. Build disaster recovery (DR) and business continuity plans (BCP).
8. Enforce data access controls and information security policies.
9. Monitor backup success rates using AI-driven analytics dashboards.
10. Execute data restoration testing for risk management and auditing.
11. Integrate ERP data governance with enterprise compliance tools.
12. Apply real-world case studies for scalable ERP archiving.
13. Develop a comprehensive data policy document for organizational adoption.

Target Audience

1. ERP System Administrators
2. IT Infrastructure Managers
3. Database Administrators
4. Data Protection & Compliance Officers
5. Business Continuity & Disaster Recovery Specialists
6. Cloud Solution Architects
7. Internal Auditors & Risk Managers
8. IT Consultants & Implementation Partners

Course Modules

Module 1: ERP Data Lifecycle & Compliance Framework

- Overview of ERP data architecture
- Legal & regulatory retention requirements
- GDPR, HIPAA, and SOX compliance mapping
- Identifying data categories for backup/archiving
- Case Study: SAP S/4HANA retention compliance audit

Module 2: Backup Strategy Design & Implementation

- On-premise and cloud-based backup models
- Full, differential, and incremental backup methods
- Encryption and compression best practices
- Scheduling and automation techniques

- Case Study: Oracle ERP cloud backup optimization

Module 3: Archiving Techniques & Storage Optimization

- Data aging and tiering concepts
- Cold and hot storage strategies
- Archiving in hybrid ERP environments
- Performance tuning for large data volumes
- Case Study: Microsoft Dynamics 365 data archive cleanup

Module 4: Data Retention Policy Development

- Creating retention schedules by data type
- Policy documentation and approval workflows
- Retention and deletion conflicts
- Legal hold and e-discovery processes
- Case Study: Financial data retention under SOX compliance

Module 5: Disaster Recovery & Business Continuity Planning

- Recovery time (RTO) and point objectives (RPO)
- Redundancy and replication strategies
- Testing and validation of DR plans
- Integrating DR with cloud infrastructure
- Case Study: ERP failover scenario in a multinational corporation

Module 6: Data Security & Access Management

- Role-based access control (RBAC) in ERP
- Encryption standards
- Secure transmission & backup validation
- Monitoring unauthorized data access
- Case Study: Security breach prevention in SAP HANA backups

Module 7: Automation, Monitoring & Reporting

- AI-based backup performance analytics
- Automation tools and scripts for ERP data management
- Real-time alerting and monitoring dashboards
- Generating audit-ready compliance reports
- Case Study: Automated backup alert system in AWS ERP environment

Module 8: Policy Implementation & Continuous Improvement

- Rolling out enterprise-wide policy adoption
- Employee training and policy awareness
- Auditing and continuous improvement cycles
- Integration with ITSM frameworks
- Case Study: Continuous improvement of ERP data governance

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

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
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

Start Date	End Date	Location	Price
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

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com