

# Metadata and system design for information governance



*In today's world Information professionals need cross-functional skills to assist their organisations, which are struggling with poor quality data, inconsistent application of metadata, absence of data models and confusion over industry standards.*



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## Who should attend?

- Taxonomists
- Information architects
- Solution architects
- Business analysts
- Recordkeeping professionals
- System designers
- SharePoint developers

## Format

Instructor-led online classroom. Exercises are used to develop skills and reinforce methodologies. Training resources are provided where required.

## Dates

Training is available for online delivery and scheduled by agreement.

## Cost

Contact Synercon for a quote if you would like to organise this training course for your organisation or professional group.

This one day workshop addresses metadata, standards and data modelling techniques essential to good system design in eCM, SharePoint and business systems.

You'll learn how to build better systems – how to bring metadata under control, standardise metadata for sharing and interoperability, enrich metadata for improved information governance, and design metadata models that support mapping and intelligent data capture.

## Your trainer

Conni Christensen is skilled information governance specialist with an international reputation for researching, developing and fostering best practice in metadata, taxonomies and system design.

Her ambition is to align information governance with information technology through common language and shared objectives – achieving business value and performance.

# Course content

## Developing metadata

Metadata is fundamental to information governance. It is used to identify, describe, organise, sort, filter, search, validate, share, migrate, preserve and dispose of information assets.

- Defining and scoping metadata requirements
- Considering the purpose of metadata
- Metadata for faceted classification
- Using metadata in SharePoint for better business outcomes

## Standardising metadata

Information governance solutions can't work without metadata. But without standardisation, poor quality metadata will worsen existing problems and even create new ones.

- The impact of poor quality metadata and the importance of standards
- Working with different types of metadata standards
- Best practice in developing managed metadata for the SharePoint Term Store

## Metadata management

End-to-end process and governance framework for creating, controlling, enhancing, attributing, defining and managing metadata.

- Constructing a standards-based metadata registry
- Faceted classification as a tool for metadata management

## Interoperability, mapping and migration

The ability to share, transfer and exchange digital information is essential in every way – for collaboration, preservation and digital continuity.

- Recognising different types of interoperability
- Defining metadata attributes to improve interoperability
- Building a crosswalk to assist with mapping and migration

## System design and data modelling

System Design and Data Modelling  
It's all about metadata and how it's connected.

- The need for system design
- The purpose of data modelling
- Constructing entity relationship models
- The link between system design and intelligent metadata capture
- Fitting governance by design into business systems