Taxonomy development for information governance

For some folk, taxonomies are just a bunch of words. Good quality taxonomies, however, provide the logic, rules and standards needed to manage your information assets. They enable users to analyse, navigate, find, organise, arrange, manage and dispose of their information assets. They underpin the information architectures of our information systems.

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 tackles the challenges associated with designing and developing best practice taxonomies that are fit for purpose.

You'll explore different taxonomic structures, discuss how structure relates to function and examine the elements used to build taxonomies; design a taxonomy framework; create a facet map; and apply taxonomic standards and best practice techniques. The course also covers issues relating to the uptake and ongoing maintenance of taxonomies.

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

The role of taxonomies

Taxonomies are the means by which users interact with information systems.

- Examining the role of taxonomies in information systems
- Comparing taxonomy structures
- Designing a taxonomy framework
- Discussing the function of specialist taxonomies

The future of taxonomies

Will we be developing taxonomies for use by humans or machines?

- Auto-classification tools
- Search technologies

Developing taxonomies

There are elements of both art and science when it comes to building taxonomies.

- Identifying taxonomic elements
- Developing a facet map
- Harvesting existing terms
- Appraising and sorting terms
- Building schemes
- Validating taxonomies

Maintaining taxonomies

How do you manage your taxonomy when everything around you is changing?

- Taxonomy governance
- Assigning responsibilities
- Maintenance through stewardship
- Dealing with mergers

Standardising taxonomies

Conformance with standards confers authority and builds rigour into taxonomies.

- Taxonomy design principles
- Industry standards
- Establishing best practice

Implementing taxonomies

There's no point in building a taxonomy that doesn't get used.

- Delivering your taxonomy
- Integrating into information systems
- Using tools to support implementation

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expertise in information governance

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