

Metadata, Taxonomy and Ontology Design for Information Governance

Who should attend?

Taxonomists, information architects, solution architects, business analysts, recordkeeping professionals, system designers, SharePoint developers.

Format

Classroom based and instructor led. Exercises are used to develop skills and reinforce methodologies. Comprehensive training manuals and resources are provided to each participant.

Dates

Training is available for on-site delivery or as scheduled courses subject to local demand.

Cost

Contact [Synercon](#) for a quote if you would like to attend a scheduled training course or to organise this training course for your organization or professional group.

Classification is the means by which we can build a structured metadata model around our unstructured information, enabling us to identify, find, provide access, protect, retain and dispose of it, rigorously and consistently.

This one day workshop is designed to equip you with the knowledge to build classification schemes (metadata, taxonomies and ontologies) that are fit for current and future information management systems.

It is designed to provide pathways for information managers to translate current classification schemes and disposal schedules into more flexible data models that will support automation, integration and interoperability between systems including SharePoint and contemporary eCM systems.

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, organize, sort, filter, search, validate, utilize, 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

A spectrum of taxonomies

Different schemes suit different purposes. It's all about metadata and how it's connected.

- Understanding different taxonomy models and their uses
- Using metadata to build ontologies and taxonomies
- Working with different taxonomy standards

Autoclassification

Autoclassification is a set of technologies that make it possible for documents to be categorized without human intervention.

- Defining the outcomes you want from auto-classification
- Reviewing the techniques used in auto-classification
- Designing ontologies and taxonomies for autoclassification

Migration and Interoperability

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

- Recognising different types of interoperability
- Enabling integration between SharePoint and eCM systems

For information and bookings
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