

Assignment 1: Information Migration Project

1. File Name: [ShortName]-[Date]-[Department]-[Type].extension

File naming convention is important in any company or organization. It makes retrieving documents easier and faster. For file naming, the ultimate aim is for individuals to access and read data effectively by making file names represent file information. It encourages efficiency because every worker knows where to find the files they want. It is important to take note of the details of the file before naming it. After examining the details of the file, a person must come up with common words or phrases that a worker may use when searching for that file. My filename convention for Honey Publishers has to neither be too long or too short. I made sure that I provided the staff at Honey Publishers with enough details to access exactly what they needed. The reason why I proposed this filename convention was to make it instantly identifiable and noticeable to anyone accessing the files. The short name is the most key element of the file convention name. When the employees are searching for a file, it is easier for them to first identify it by its short name. The short name of a file should be a summary of what the file content contains. For example, if a file contained a short story called, 'Whales of the Ocean' I would take the first word of the title and add short stories to it. The file's short name will be 'WhalesShortStory'. This will allow employees at Honey Publishers to easily find a short story file with the title beginning with 'Whale'.

In regard to filing convention naming, documenting the date is highly important. The date should be recorded on a file when it was created or published (for finalized short stories). It should either be recorded as YYYY-MM-DD, YYMMDD, or YYMM, depending on the document. The most important dates should always appear first, to ensure that files are kept

chronologically. For example, if all balance sheets are in a single folder with the same short name being 'BalanceSheet', the convention will allow employees to differentiate the files by the date it was created. The file name will include the department name. Within Honey Publishers there are many departments that produce files. The employees from various departments need to see what files belong to which department. For example, the human resources department would have contract files. The convention will allow for employees to see the contract files with the department name 'HR' in the filename. The type of document must be specified, which defines the content of the document. For example, it is important to differentiate whether a file is a meeting agenda with the type code AGOJ or meeting minutes with the type code MIN. Without the type specified within the filename convention, both meeting agenda and meeting minutes will be easily mistaken for each other. Finally, it is important to put an extension in your filename. For example, having an extension with different files that are a word file or a pdf file. Having this information within a filename convention will ensure that the employees at Honey Publishers will not have a problem accessing files easily and swiftly.

2. Suggested Metadata fields that Honey Publishers should capture

Broad Metadata field:

- Departments: Having a metadata field that separates the files created by various different departments is needed at Honey Publishers. Even though this metadata field will result in many files being shown, it makes it easier for employees to maneuver within certain department files and not files of the whole company.

Short Story Submissions:

- Draft: This short story submission metadata field will allow employees to see all the short story submissions that are not a final copy. This metadata field will make it easier for them because they will not mistake short story files that are final copies with drafts.

- Final: This metadata field will allow employees to see all the short story submissions that are a final copy. It makes it easier for the staff because it separates drafts from final copies.
- Publication date: This helps the management of information to be organized in chronological order. If an employee wanted to search for short stories that were published between July 2020 to September 2020, the metadata field will make it easier for them to access such files.
- Authors: This short story submission metadata field will allow staff at Honey Publishers to search for the writers to find the submission they need. A list of stories made by that particular author will be shown.
- Genre: Having the genre of short stories as a metadata field will help organize the different short stories. If an employee wanted to only see Horror short stories, this metadata field will make it easier for them to do so.
- Language: This will allow staff to search and filter short story submissions based on their language. For instance, if an employee wants to search for French short story submissions, they would be able to do so easily. This field of metadata will make it possible for the files to stay organized.

Meeting agendas and meeting minutes:

- Date: Having the date as a metadata field will allow for employees to easily access the correct meeting agenda and meeting minutes files.

Employee news:

- Date: Having the date as a metadata field will allow the staff to easily find employee news from any time of the year.

Communication materials:

- Posters: This metadata field will allow employees to easily find poster files within different communication materials.

- Videos: This metadata field will allow employees to easily find video files within different communication materials.

Financial documents:

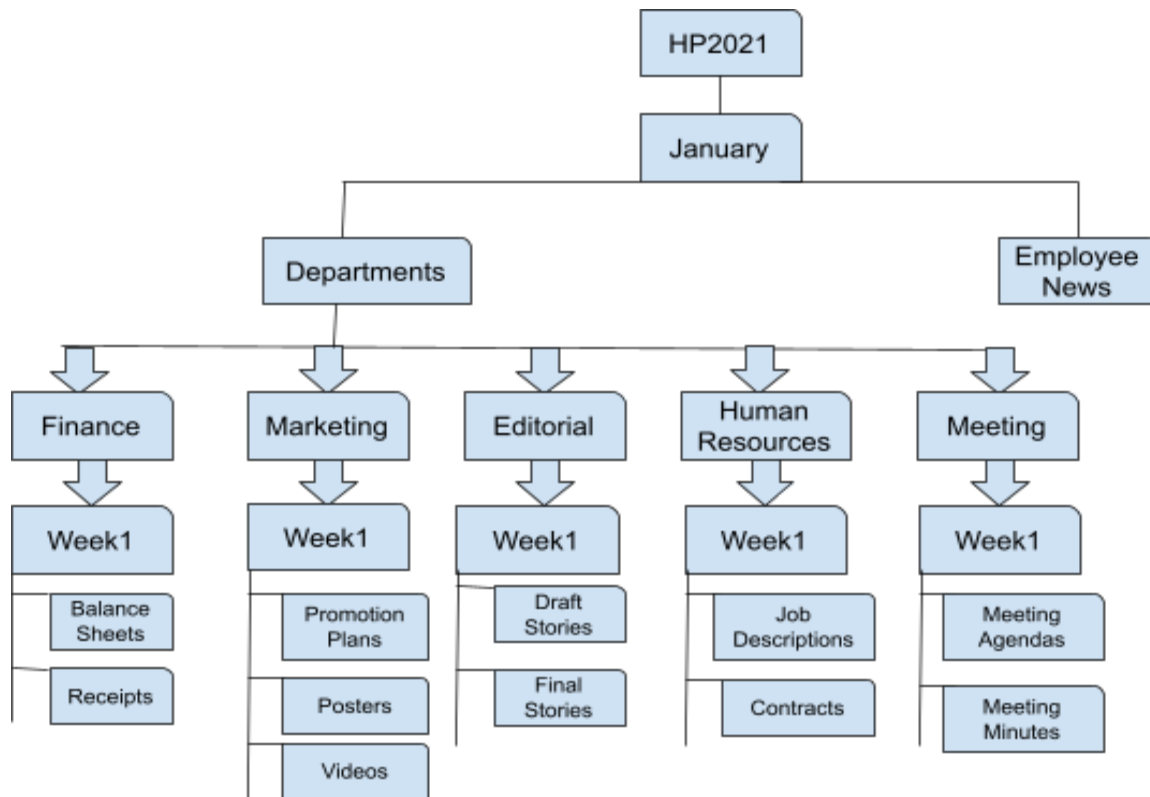
- Date: Having the date as a metadata field will allow for employees to easily access any financial documents set at the month they want to access.
- Balance sheets: This metadata field will make it easier for the staff to find and access only balance sheets.
- Receipts: This metadata field will make it easier for the staff to find and access only Receipts.

HR documents:

- Date: Having the date as a metadata field will allow for employees to easily access any HR documents by the date it was created.
- Jobs: There will be many metadata fields that are the different job descriptions at Honey Publishers. These different metadata fields will make it easier for employees to access different job description files.
- Contracts: Having the date as a metadata field will allow employees to easily access any contract.

3.

I have decided to organize the files weekly. The weekly folders will be placed within department folders. The department folders will be placed within monthly folders. Monthly folders will be placed within yearly folders. I have demonstrated it visually below for the month of January in the year 2021.



The information should be categorized like the structure above. The files can be easily accessed by any employee. My main goal for organizing the folders in this structure is to make them easily accessible and to increase usability. I asked people to test out my structure of folders above by finding certain files. 3 out of 4 of them were successful. I asked them to find meeting minutes and they had no trouble finding the correct folder that holds the files. I recommend Honey Publishers to organize their files this way because they will easily have access to any files made throughout the year.

4.

How I plan to assess the success of Honey Publishers migration from email to a shared team site is by having different employees test it out before fully integrating it into the company. If the staff find it easier than email then my recommended folder structure would be a success.

After months of Honey Publishers' full migration, I would look to see if it has been an easier experience for them to use the system I have created than their past email system. To ensure a successful data migration a person must conduct a platform difference assessment. This test should involve the detection of any variations between the types of data types used, the formats of time and date, and the differences between the control characters being displayed. Identified differences should be documented along with the appropriate procedures for addressing those differences (Katkamwar). If after the assessment and usability tests the employees at Honey Publishers are satisfied, I would know it was a complete success.

5.

Advantages and disadvantages occur in any project. In this case, Honey publishing's information migration project would allow the company to operate effectively and access all documents. While the final results will be looked at by most people as a success, there are always threats that could arise along the way. In any project, but particularly with regard to information migration, communication is extremely important. If Honey Publishers do not give an exact description of what they need, there is a possibility that they will not get what they asked for. Data is valuable to everyone, particularly large companies such as Honey Publishing, so explaining to whoever is in charge and elaborating on the project's effect is crucial. If there is a communication obstacle, the process will take more time and many problems will arise. A solution to poor communication is updating the company every step of the way. There should be meetings before, during, and after the process of information migration.

When too much information is moved from one place to another, there is often a risk of losing some of the information. Companies like Honey Publishers hold a lot of valuable data that cannot be lost. Some of the consequences that result in data loss are Productivity disruption, Reputation damage, loss of customer loyalty, and exposure of confidential information. These consequences affect the company as well as consumers. A solution to this problem is backing up all the data that are going to be migrating from email to folders (Sampera, 2020). The

challenges of information migration are a lot. If an information specialist focuses on how to apply solutions to every challenge, the information migration process will always be done perfectly.

References

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