

The Organisation As A System

An information management framework

Fourth Transition – Evidence Collation

Fourth Transition – Evidence Collation

- Purpose - To explain, in overview a series of transition states as data is transformed into usable information focusing on document management
- Target audience – non technical people who need to understand what information management might be capable of contributing as part of an enterprise architecture initiative
- Fifth of a series of 7 presentations on transition of data to information for evidence based decision support purposes
- Run Time - Approximately 45 mins.

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- Clear Line of Sight
- Centralised control v delegated responsibility
- The ability to “burrow”
- Any point entry
- Evidence based decision support
- Portal Everywhere
- Structured and unstructured data
- Management and control of data location

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Caveat

This deck focusses on the use of the Microsoft Office suite in respect of the tools and components built to facilitate document management such that documents are better integrated as an information source with data stored in databases...

Other document management systems WILL work differently

Pathfinder not gospel therefore.

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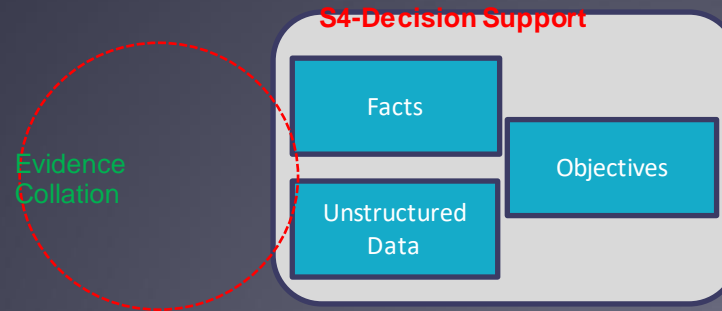
The Previous Deck – Third transition Fact Generation



The first of the major changes to data form, from the relational model to fact based analysis

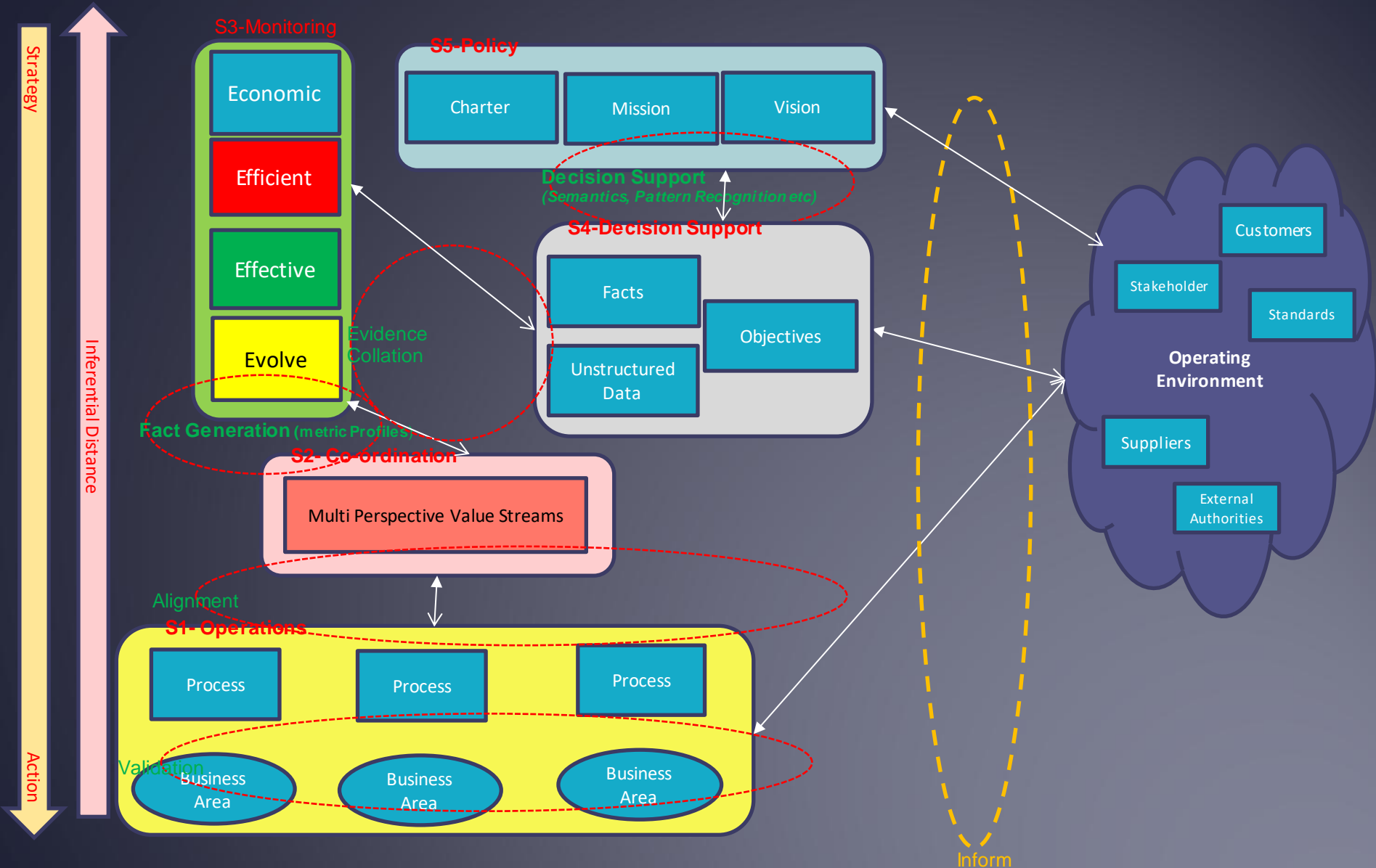
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Alignment of structured and unstructured data



The elephant in the Information Management room

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Fourth Transition – Evidence Collation

Part 1 – Some Considerations

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A few things to think about..

1. The average person has an estimated vocabulary of about 45,000 words
2. The average small to medium sized enterprise has a vocabulary of about 125,000 words
3. While legislation like GDPR suggests a limit to holding documentation related to personal data, other legislation may mean personal data may have to be held longer.
4. Document “keyword” search will of necessity, have to include hard copy where it is held
5. Management of location is an architectural issue
6. Establishment of “ownership” is crucial.

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Some more..

1. Give more than one person something to write about, not matter how tightly specified the subject area, they will all write about the subject concerned in a different way.
2. It is not just document files that contain many paragraphs of text. There are:
 - Emails
 - “long text fields” in databases
 - Other files types like Spreadsheets, presentations, “chat logs”
 - and more...
3. While legislation like GDPR suggests a limit to holding documentation related to personal data, other legislation may mean personal data may have to be held longer.

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And....

1. For each file type, there are object models that, if people understand them, can be used to exploit document content:

- [Word](#)
- [Excel](#)
- [PowerPoint](#)
- [Visio](#)
- [Outlook](#)
- [PDF](#)
- And more.....

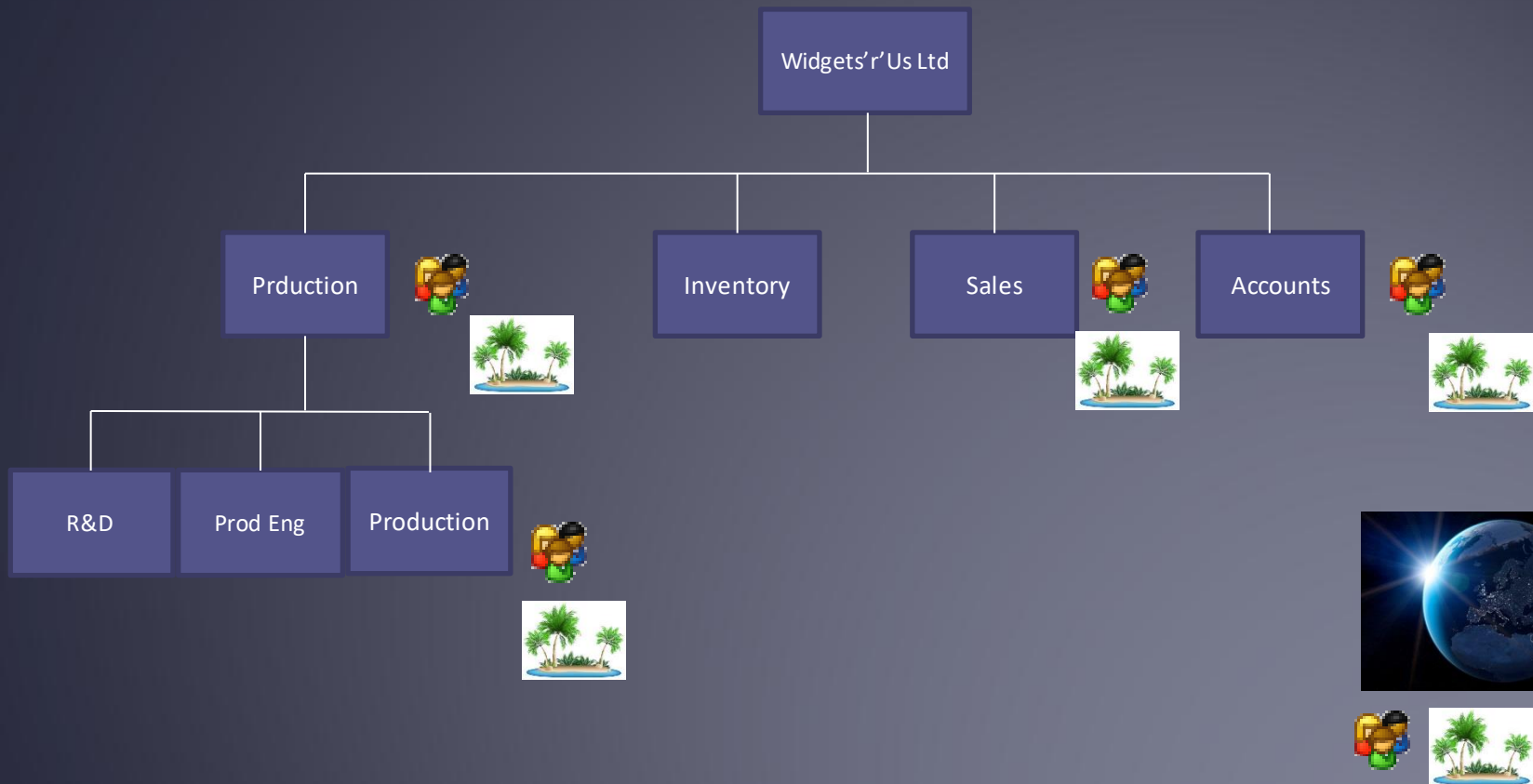
2. In Microsoft Office, there is a common [integrated development environment](#) that is there to be used...

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Part 2 – Documents Have Life, Form, Function and Multiple Locations

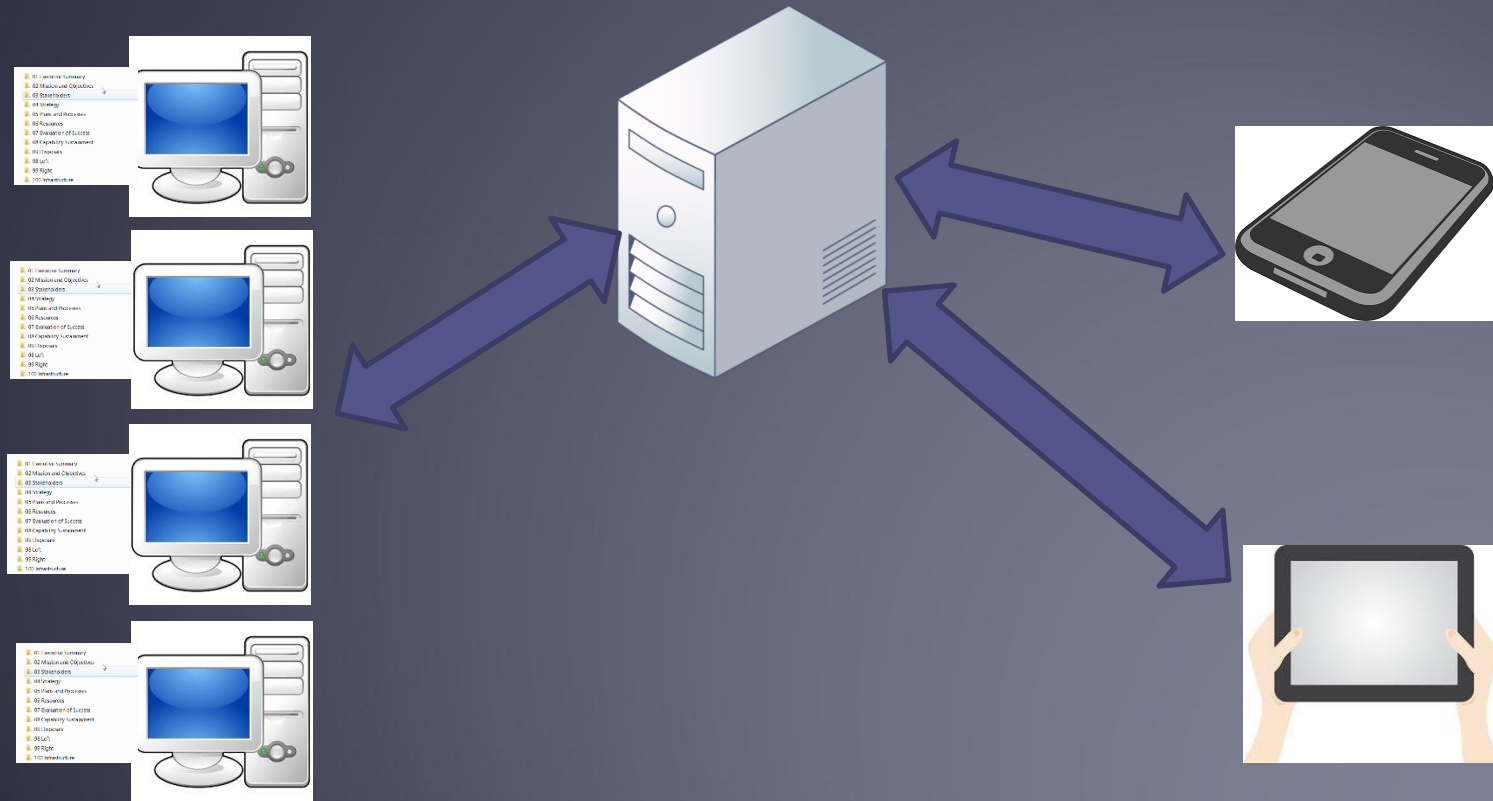
Data Transitions 5 – Evidence Collation

Documents have different subject areas..



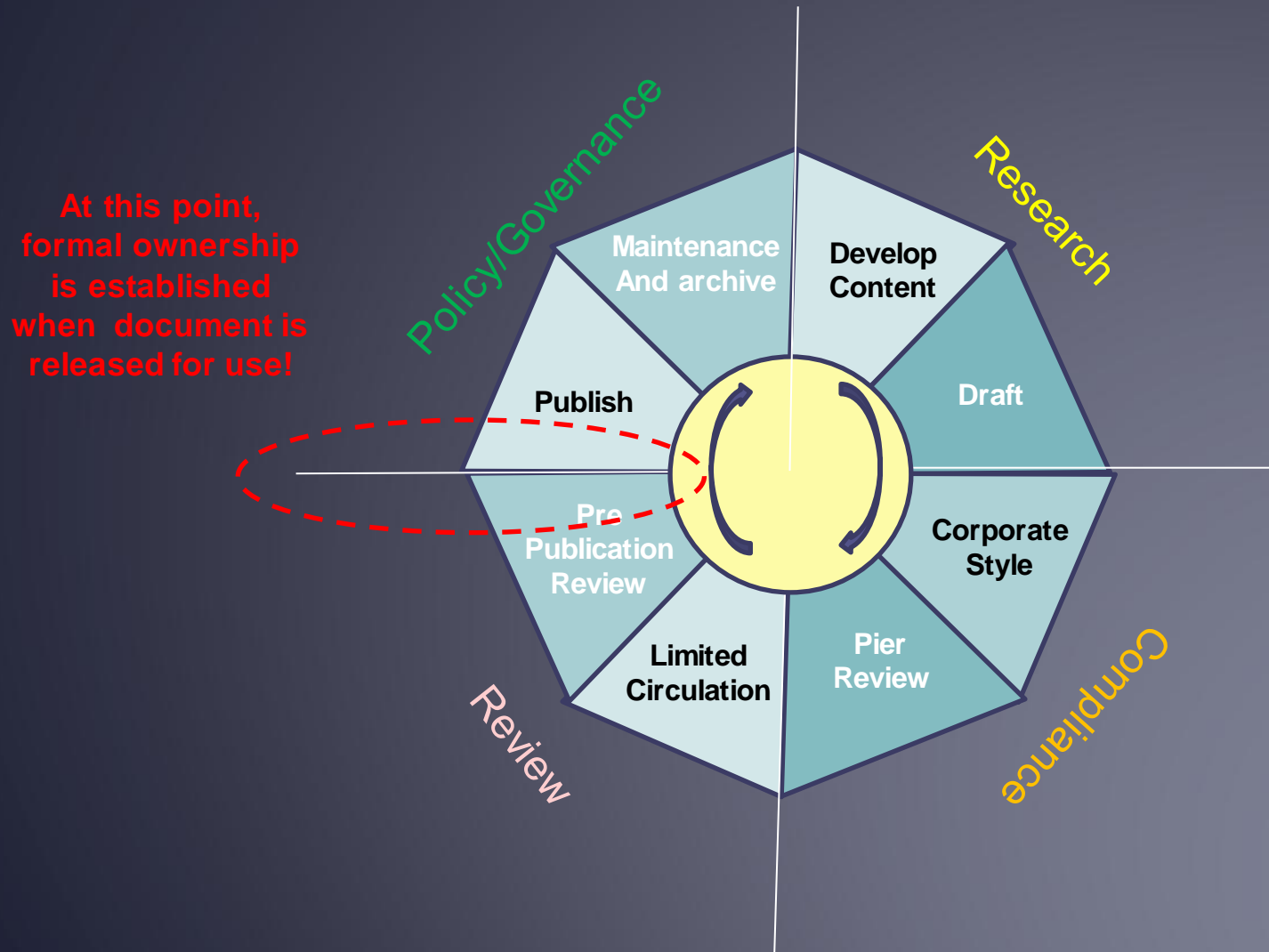
Data Transitions 5 – Evidence Collation

Documents will likely be in multiple areas and multiple versions...



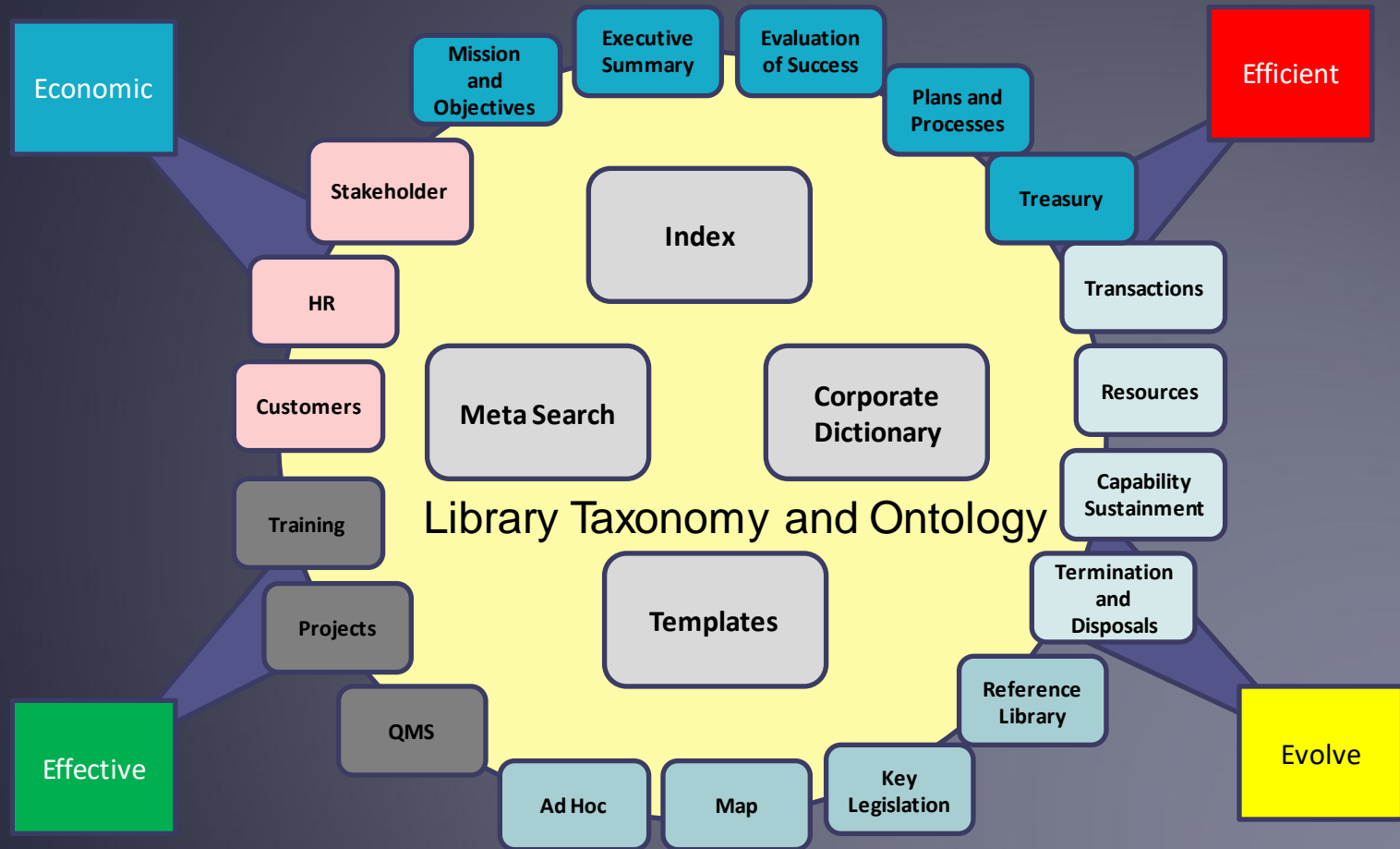
Data Transitions 5 – Evidence Collation

Documents have a life of their own..



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Management of Location – A Document Library as a Database



Data Transitions 5 – Evidence Collation

Document files as Records – File Naming Convention

<YYYYMMDD><The file name><Version No><Sensitivity marking>		
Ser	Section Name	Notes
1	Date group	Numeric, four digit year, two digit month, two digit day. The aim is to ensure that files are listed in date order. Date to be derived from the point at which the file name is formally created
2	The file name	The formal title of the document. No punctuation marks, ideally to be replicated in the "Main Title" field as described in the company style guide
3	Version No	Whole version number
4	Sensitivity Marking	One, two or three character sensitivity marking

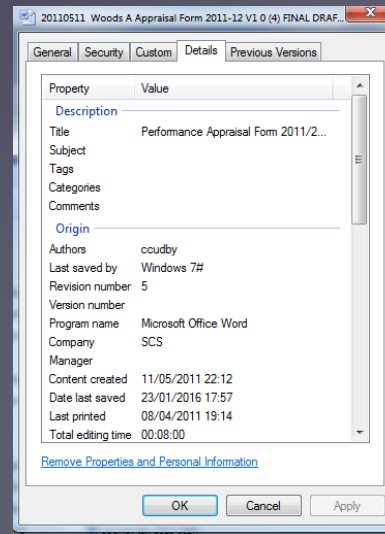
The mandated sensitivity markings are:

Ser	Mark	Name	Purpose
1	U	Unclassified	Free to distribute
2	C	Commercial in confidence	Controlled distribution to interested parties inside the company.
3	E	"Eyes only"	Senior staff and board visibility and access
4	P	Personal	Controlled distribution internally and externally. Externally to named individuals, only and subject to privacy control and management. May be attached to marking 1,2,3 and 6.
5	A	Archive	To be appended to classifications one to four to indicate a document in archive.
6	D	Departmental	For circulation in the business area in which the document was created

Develop a file naming convention as a document record unique database key "field"

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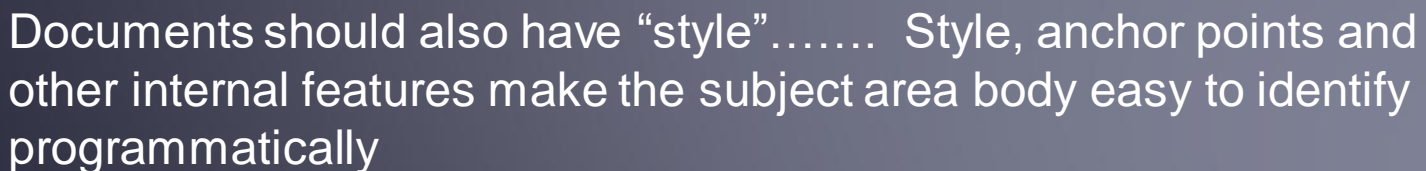
Document files as Records - Properties



Toolkit – 1 – Smart Location aware templates

Treat document properties as meta data that can be automatically written in at the point of “Save”




























Document files as Records - Design


















Data Transitions 5 – Evidence Collation

Which all requires.....

Policy, Governance and Training...

-  20160605-Corporate Dictionary-1-U
-  20160605-Document Management - Approved Tools -U
-  20160605-Document Management - Archiving -U
-  20160605-Document Management - Document Amendment Record-1-U
-  20160605-Document Management - Security -U
-  20160605-Document Management - Version Control -U
-  20160605-Document Management - Writing Guide -U
-  20160605-Document Management Training Pack-1-U
-  20160605-General Template-1-U
-  20160605-ISMS Manual Frontispiece-1-E
-  20170711-TLMP Folder Structure-1-U
-  20180522-Ad Hoc Communication Management-1-U
-  20180522-Document Management Policy-1-U
-  20180522-Document Retention Policy-1-U
-  20180522-Email Management Policy-1-U
-  20180522-File Naming Convention-1-U
-  20180522-File Naming Convention-1-U
-  20180522-Non Disclosure Policy-1-U
-  20180522-Style Guide-1-U
-  20180522-Style Guide-1-U
-  20180605-Role Terms of Reference Data Protection Officer-1-U
-  20180605-Role Terms of Reference Document Librarian-1-U
-  20180627-Product Architecture-1-U
-  20180728-Technical Document Management-1-U
-  20210807-Document Design-U
-  20220919-VBA Development Architecture-1-U
-  20220919-VBA Development Architecture-1-U

-  1 Introduction
-  2 Document life cycle
-  3 Building Blocks
-  4 Documents are packages
-  5 Legal Considerations
-  6 Infrastructure
-  7 meta data
-  8 document Management - Naming Convention
-  9 Document Design
-  10 Dictionary
-  11 Location Management
-  12 Writing with Style
-  13 Document Management Tools
-  14 Security Considerations
-  15 Wrap up

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Part 3 – Get the Previous 2 Sections Under Control
And.....
Treat Unstructured Data as Structured Data

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Manage Location – On an Organisational “Through Life Basis”

- 01 Executive Summary
- 02 Mission and Objectives
- 03 Stakeholders
- 04 Strategy
- 05 Plans and Processes
- 06 Resources
- 07 Evaluation of Success
- 08 Capability Sustainment
- 09 Termination and Disposals
- 10 Map
- 11 Transactions
- 12 Reference Library
- 13 Key Legislation
- 14 Ad Hoc
- 15 HR
- 16 QMS
- 17 Training
- 18 Projects
- 19 Treasury
- 20 Customers
- 21 Security Policy
- 22 Legal
- 97 Archive
- 98 Left
- 99 Archive
- 99 Right
- 100 Infrastructure

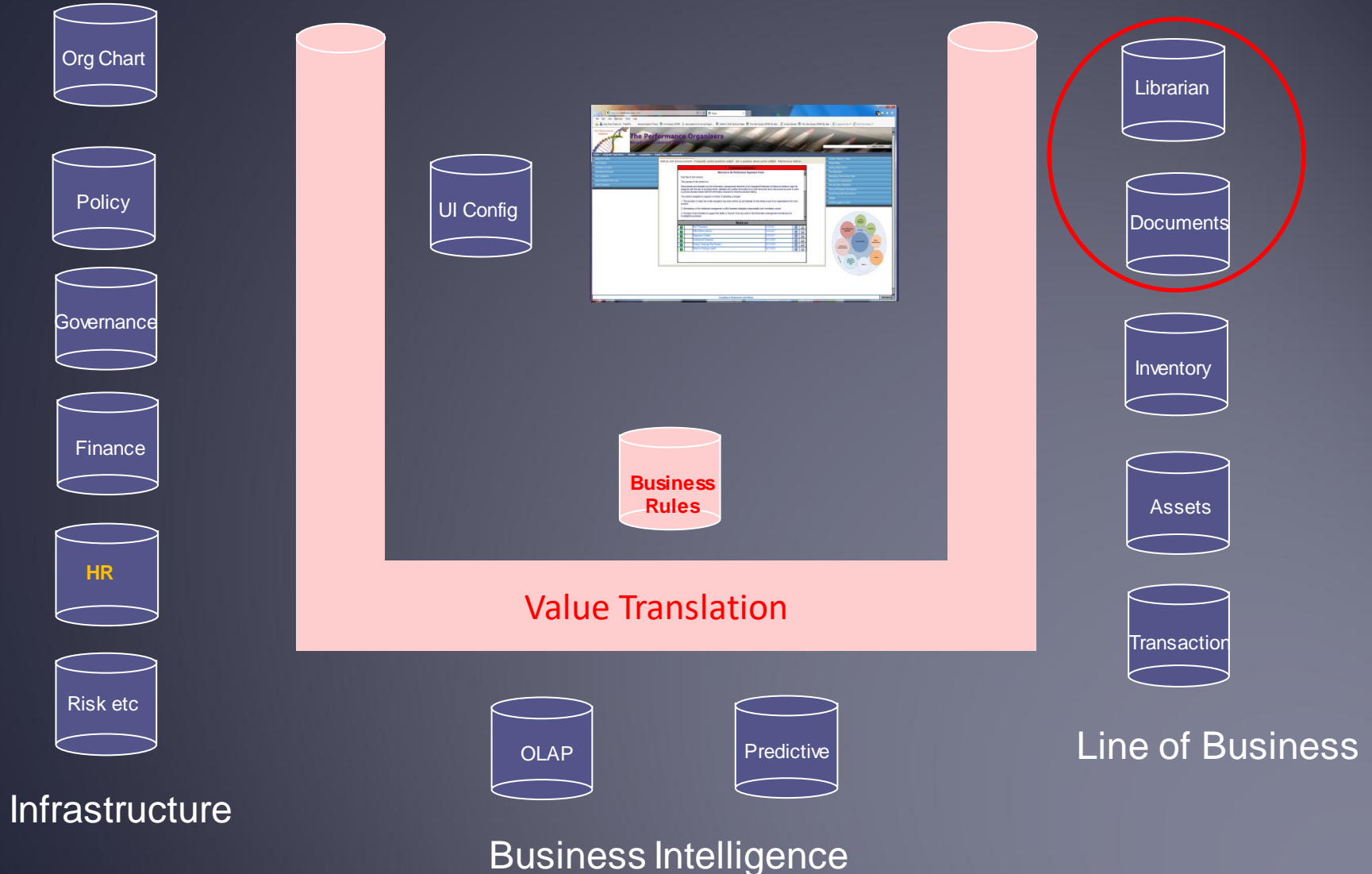
Design and
implement a common
folder structure

tblCatalogueSummary
tblCompositeSectionSections
tblCorruptFileList
tblDictionary
tblDocumentHyperlink
tblDocumentReviewHeader
tblDocumentReviewImpact
tblDocumentReviewLine
tblDocumentReviewResolution
tblDocumentWordCount
tblDuplicateDocumentLocation
tblOntology
tblRedactionHistory
tblSearchPhraseCatalogue
tblSearchPhraseCatalogueAppearance
tblTaxonomy
tblTemplate
tblTLMP
tblTLMPConfig
tblTLMPDoc
tblTLMPLinks
tblTLMPNoticeBoard
tblWordDocumentLocation
tblWordException
tlmppagebuttons

With a Supporting
Database

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That Is An Integral Part of a Wider Database Federation...



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With a Corporate Dictionary or Vocabulary

That includes a dictionary that:

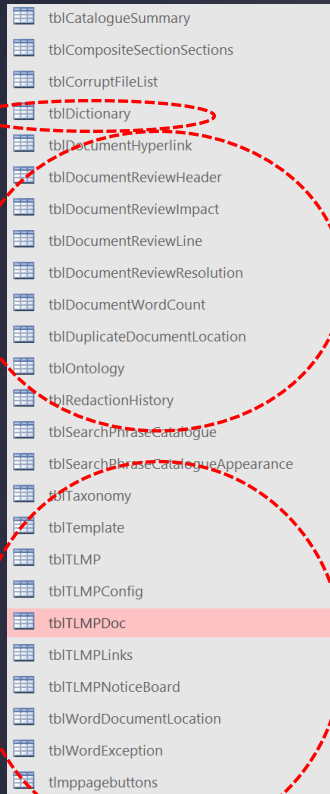
- Scores words using Soundex to cope with spelling mistakes
- Lists unique words
- Can list common phrases

And Other tables that can be used to

- Identify word count
- Identify location of words in documents
- Identify locations of documents in a document library
- And more

With a third group of tables to support

- A document library associative link list
- A separate and distinct notice board
- Generate a deployable folder structure
- And More..

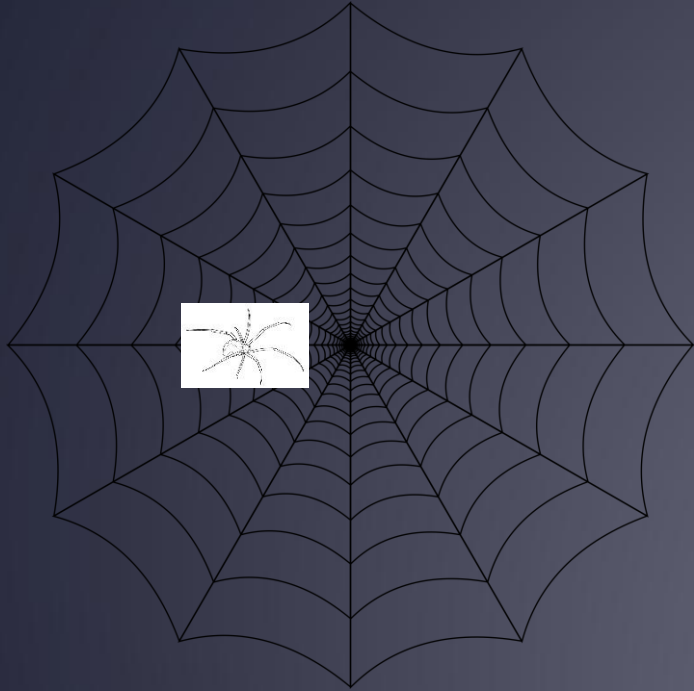


tblCatalogueSummary
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tblDocumentWordCount
tblDuplicateDocumentLocation
tblOntology
tblRedactionHistory
tblSearchPhraseCatalogue
tblSearchPhraseCatalogueAppearance
tblTaxonomy
tblTemplate
tblTLMP
tblTLMPConfig
tblTLMPDoc
tblTLMPLinks
tblTLMPNoticeBoard
tblWordDocumentLocation
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tlmppagebuttons

With a Supporting
Database

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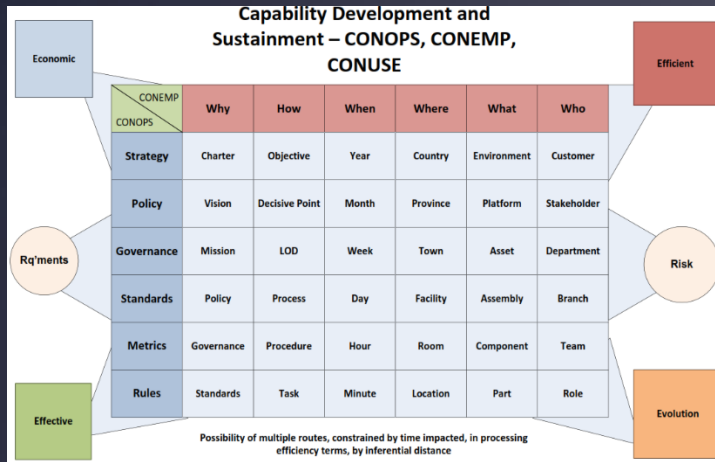
Which provides a form, architectural basis to build...



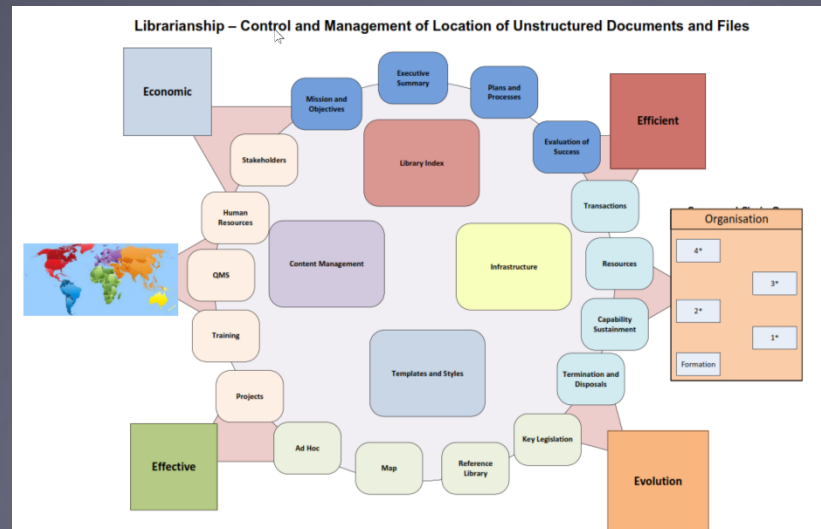
That can tap into the desk top application object models with the aim of automating many document cataloguing tasks and in the process maintaining the corporate dictionary and vocabulary across multiple data forms

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That can be presented to the user in gateway form



That looks like this...

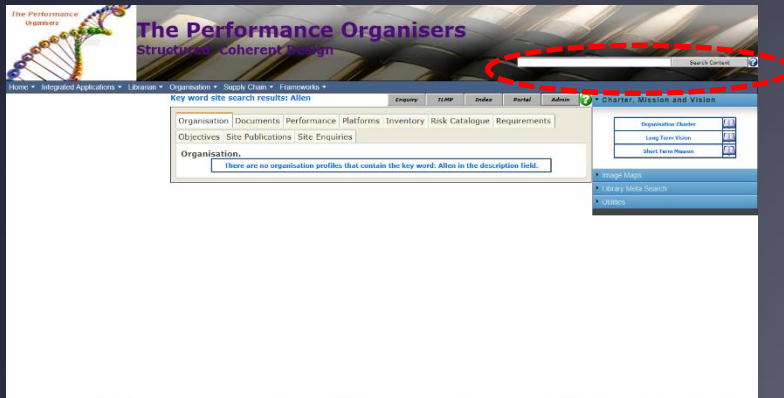


Or this

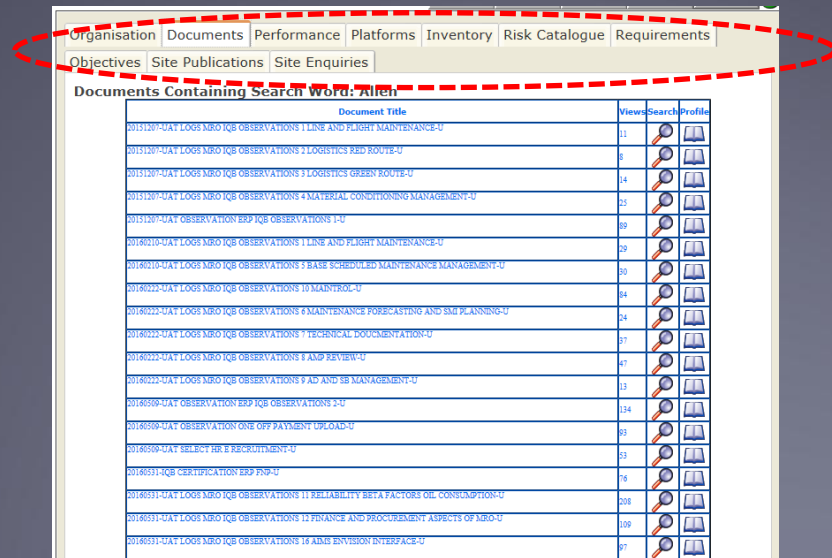
As entry points.....

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Or Form a search entry point



On each page in a site



That returns multiple contextually related search results, from across data federation

And form the architectural basis for...



A Risk Register

All architecturally speaking integrated and mutually supportive

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And... Build components to better manage at the desk top

Vision	Objectives	Primary Legislation	Data Protection	Policy	Apache Sitrep	The PO	Reference data	Local Document Library Search
Mission	Processes	External Legislation	Financial Reporting	Acquisition	Challenger 2	Training	TLMP Folder Structure	
Charter		Internal Legislation			Type 23	CONOPS	APW CV	
Strategy		Legislation		Internal Authorities	Utilities		Key Documents	Document Library Search

Links to approved web sites

Portal	Enquiries	Word Search	Geophysical Location	Compliance	Process
Context	Organisation Chart	Phrase Search		Requirements	Stakeholders
Dimensions	CMS	Risk Matrix		Link Builder	Performance
		Portal		Infrastructure	Primary Dimensions

Internal, controlled pan federation access to multiple data sources on a “one stop shop” basis

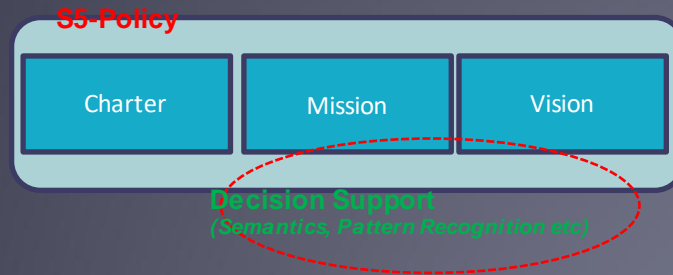
File	Home	Insert	Page Layout	References	Mailings	Review	Developer	View	Nitro Pro 9	TPO Links	TPO Portal	TPO Document Librarian
Server Side Document Index	Block File Transfer	Redact Text	Delete File (Encrypt First)	Check TLMP Properties	Template Library	Generate Formated Document	On Line User Guide	E Mail Ribbon Support				
Save to Profile TLMP	Catalogue TLMP	Encrypt Files		Block Mark Documents	Smart Templates		On Line IM Training	Configure This Ribbon				
Save to Server Side TLMP	Copyright and Watermark	Delete Files		Property Management	XML Schemas	Templates	Portal Log In Page	Ribbon Configuration				

And access to internal support capabilities like template generation, document encryption, approved watermarking and more

Again, architecturally speaking, integrated and mutually supportive

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All of which key to successful, integrated application of..



The kind of evidence based decision support opportunity techniques like probability testing, neural networks offer.

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