

The Organisation As A System

An information management framework

13. Tools

13. Document Management – Tools

The slide deck set:

- [1. Introduction](#) – document management, why do it

The Operating Environment

- [2. Document Life Cycle](#) – Documents have lives of their own...
- [3. The Building Blocks](#) – Its all about the architecture
- [4. Documents Are Packages](#) – Document files have form, function and purpose beyond just the content
- [5. Legal Considerations](#) – You are all international lawyers now
- [6. Infrastructure](#) – You need to find a home, one that is safe.....
- [7. Meta Data.](#) “Data” about data.

The Architecture

- [8. Naming Convention](#) – Privacy by design starts here
- [9. Document Design.](#) If there is a requirement to tap into documents for data analysis purpose.. They must be designed.
- [10. Corporate Dictionary](#) –Not as many words as you think
- [11. Location](#) – Location, if you do not know where something should be, it may as well not be there!
- [12. Writing with style](#), People do what people do, therefore, with the lightest touch, let them do that, but order their work.
- [13. The Tool Architecture](#) – No one tool can cover it all and cookies? They don't count.

- [14. Security Considerations](#) you can't ignore the “S” word.
- [15. Closing Summary](#) - Wrap up..

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The Key Decision

The choice of operating system(s) to be used by the organisation is THE key decision that anyone involved in information technology can take.

The operating system drives the following:

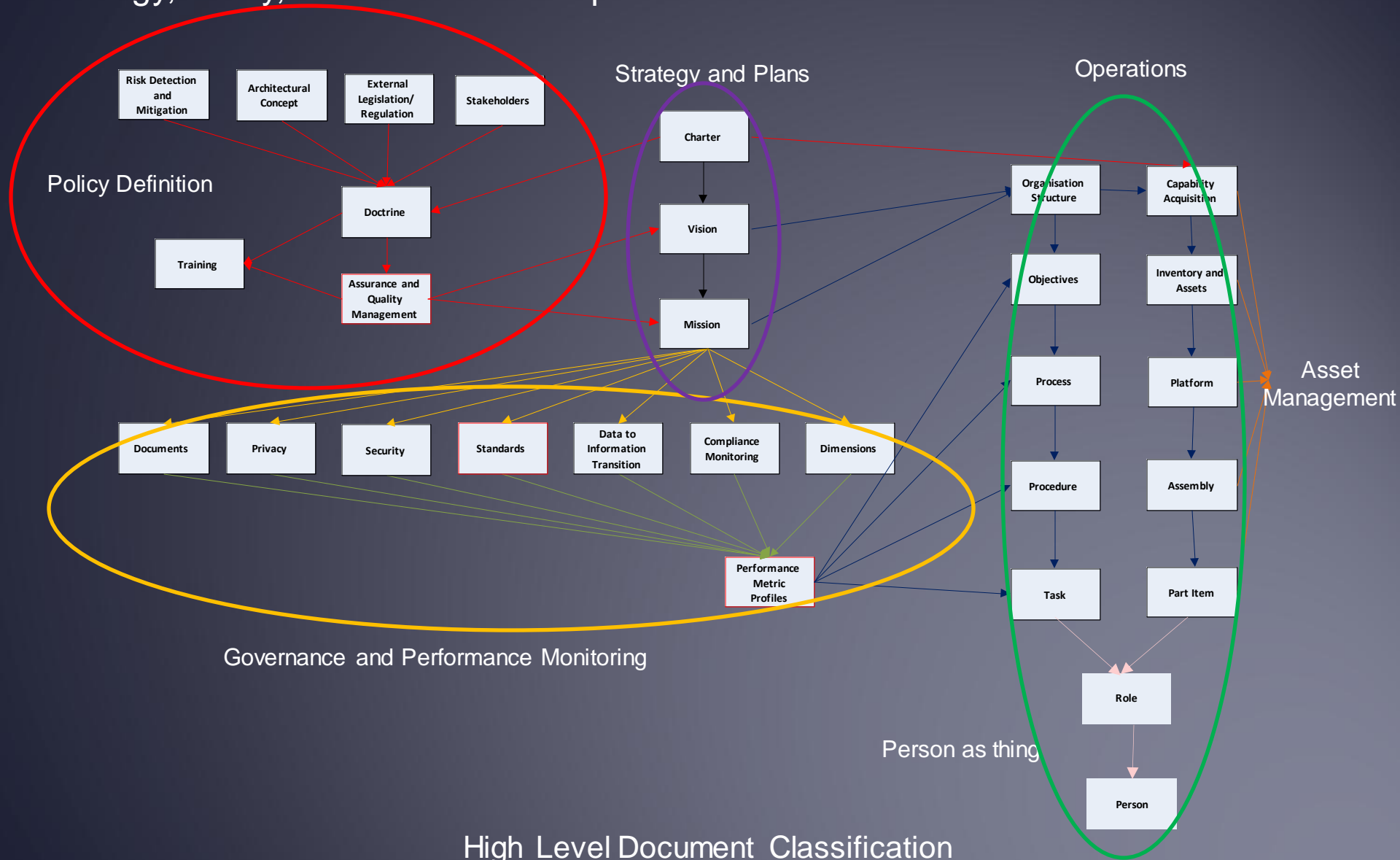
- The security operating model that will be applied
- The approach to asset management
- The approach to information management generally

And more besides....

Ideally, there should be just one.

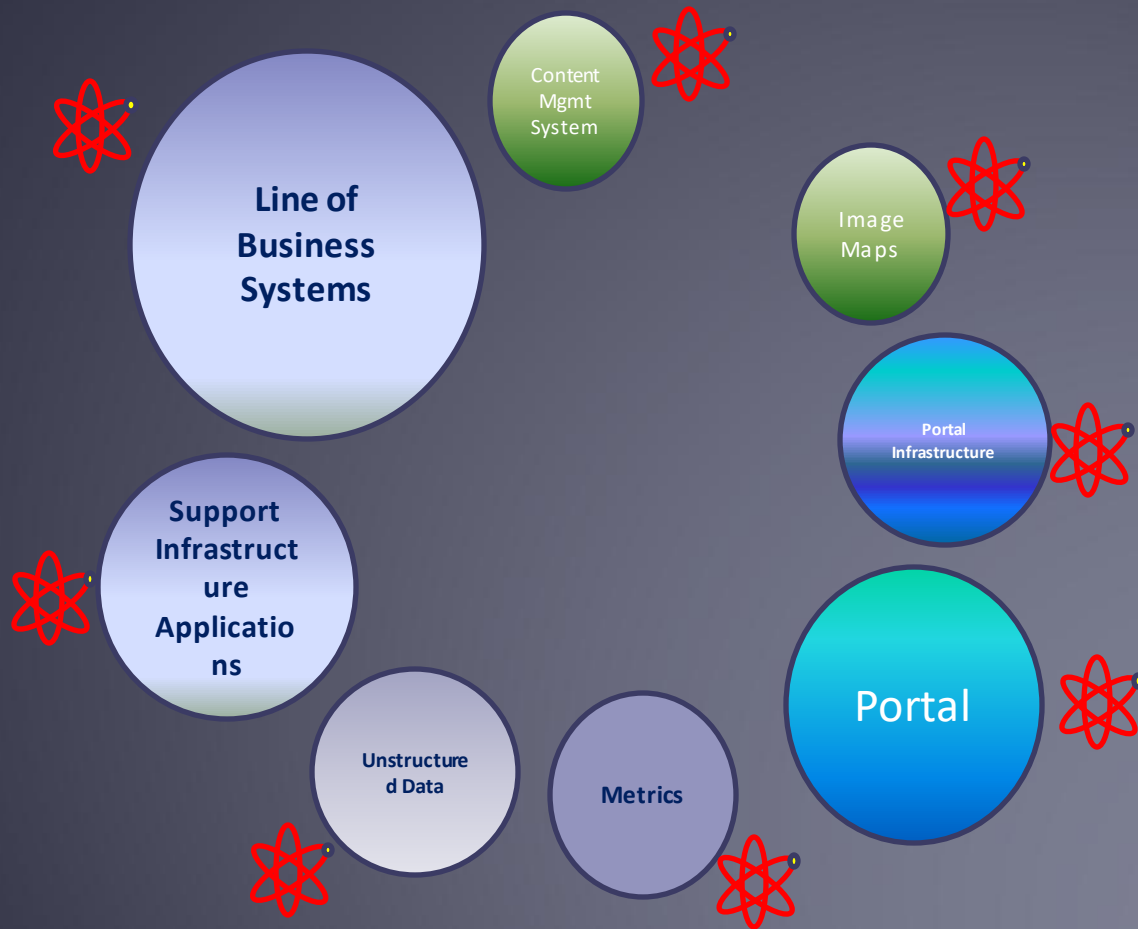
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Strategy, Policy, Governance and Operations



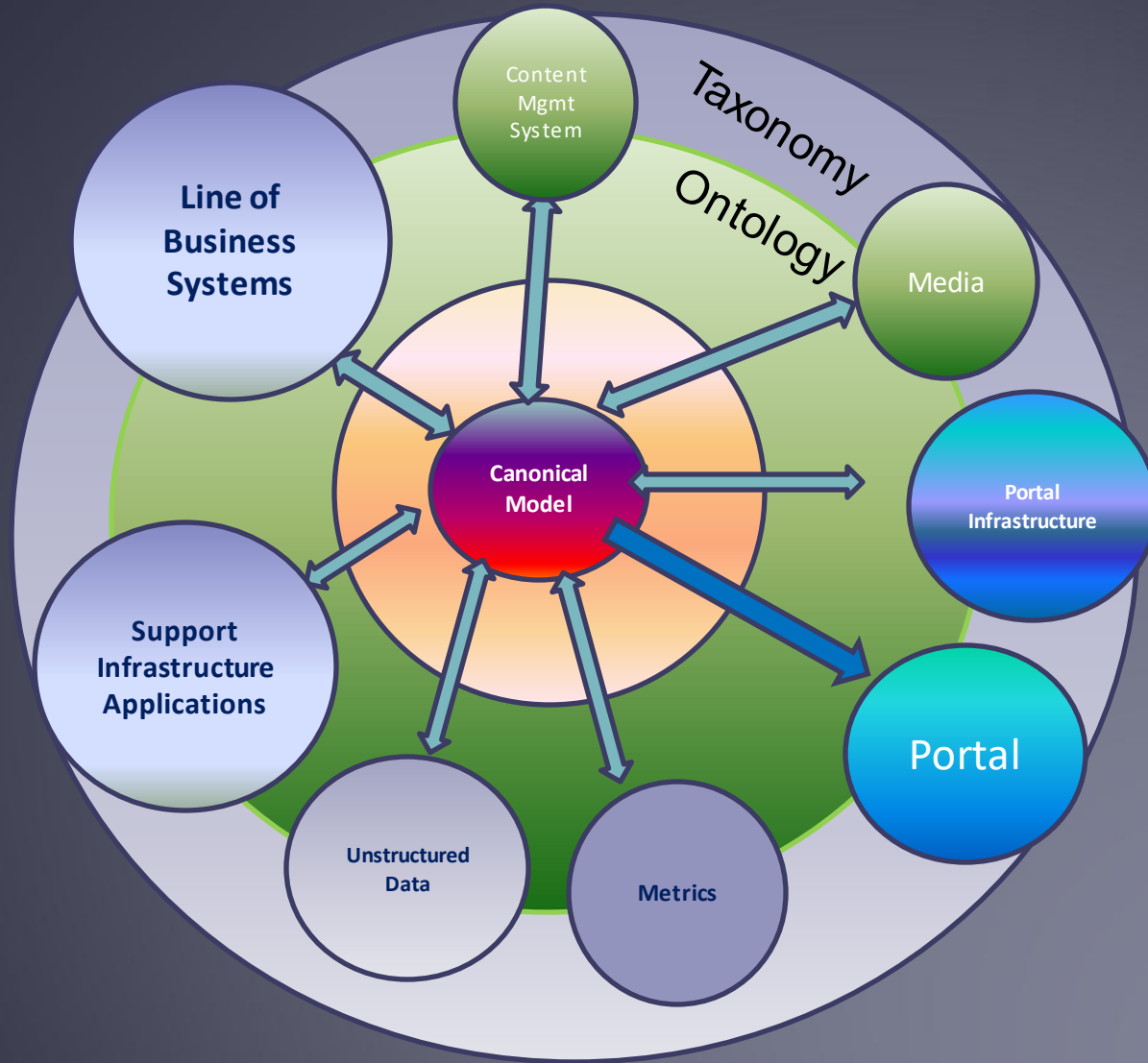
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The “Data Verse”



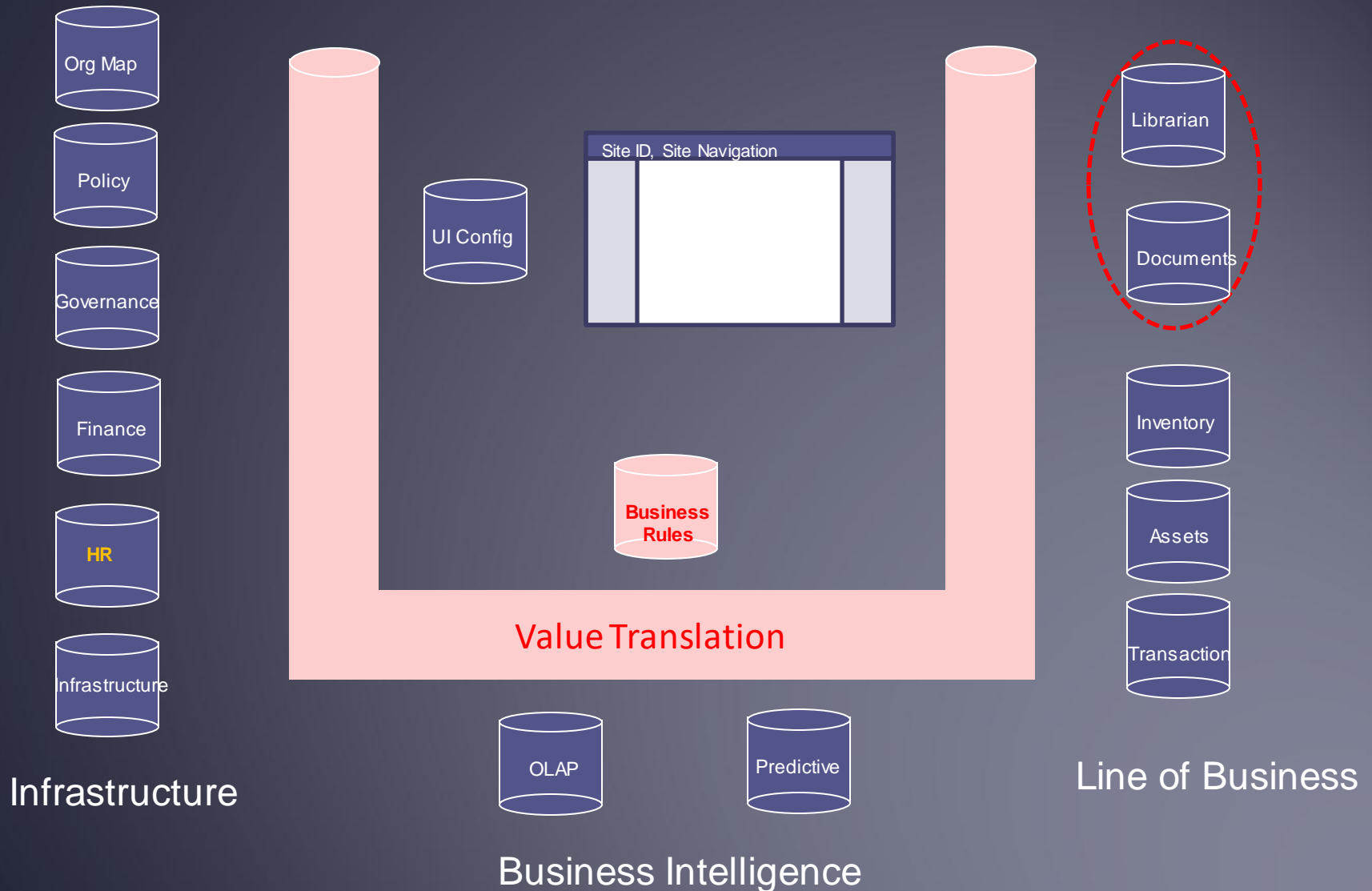
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Taxonomy and Ontology



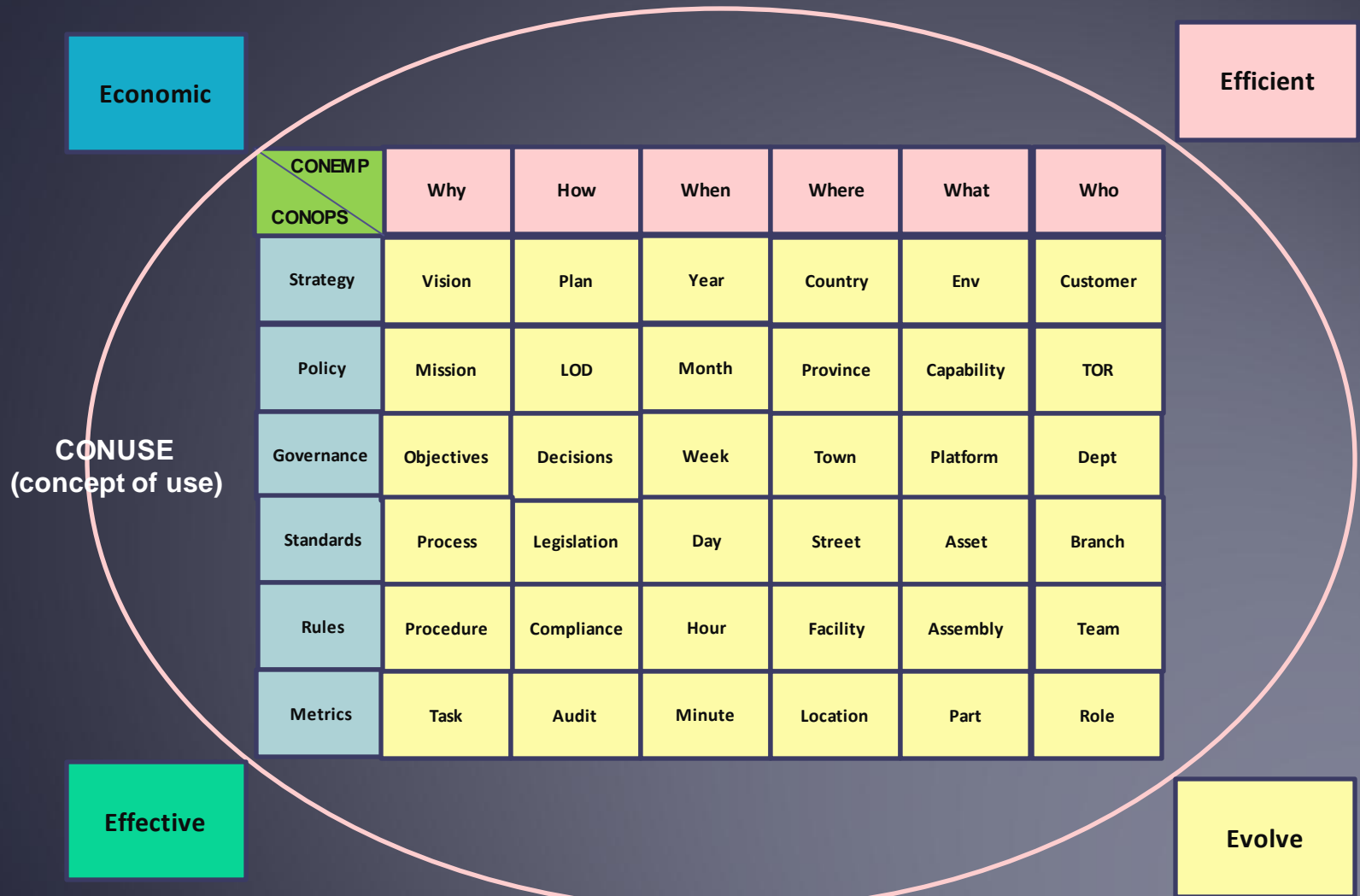
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Documents as “Just Another Data Source”



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The Gateways.. Concepts of Operations, Use and Employment

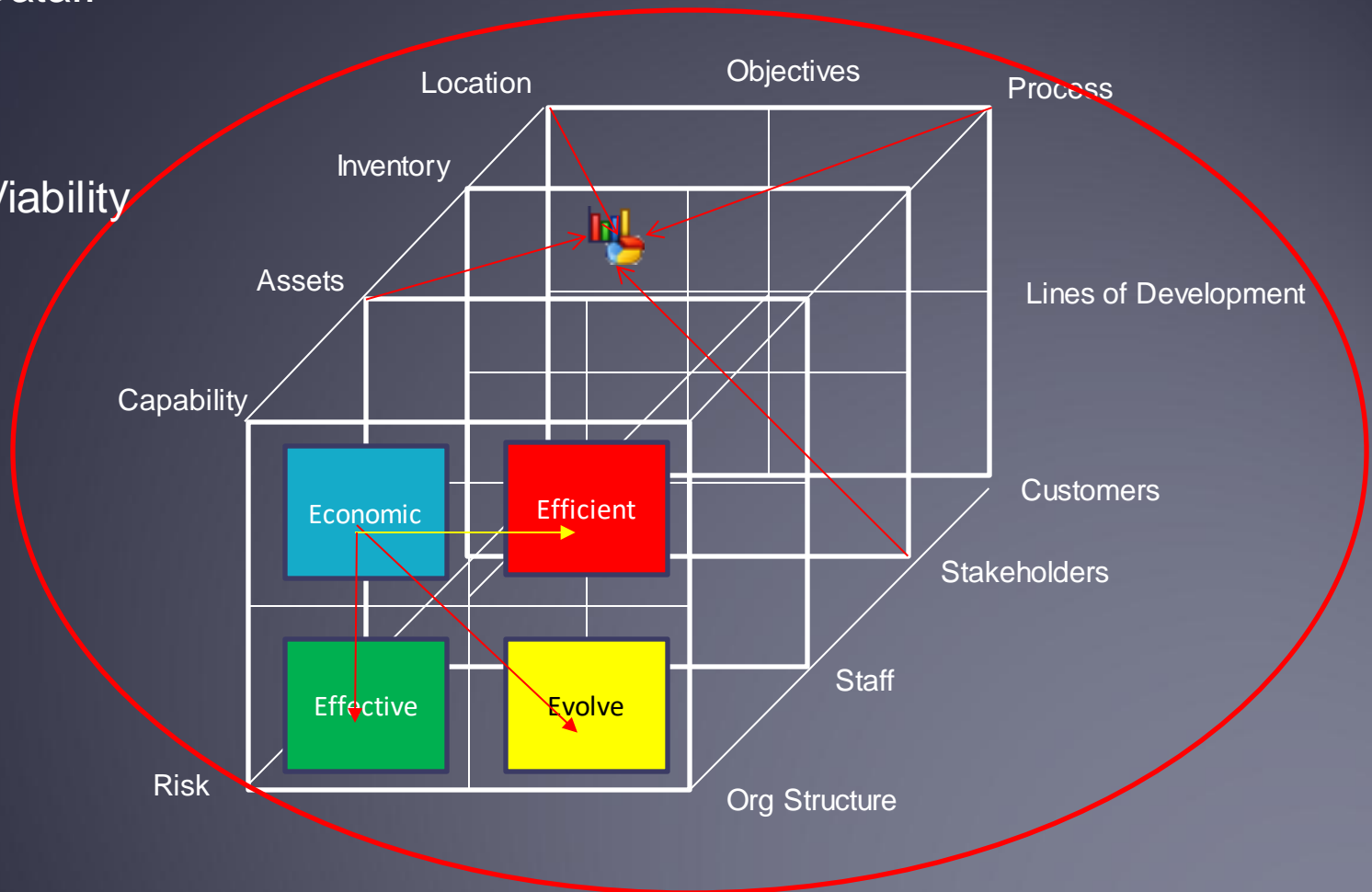


Gateways as entry points top down, bottom up and laterally

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Targeting Data..

Efficacy and Viability



Dimensions: relative to each other in time and space

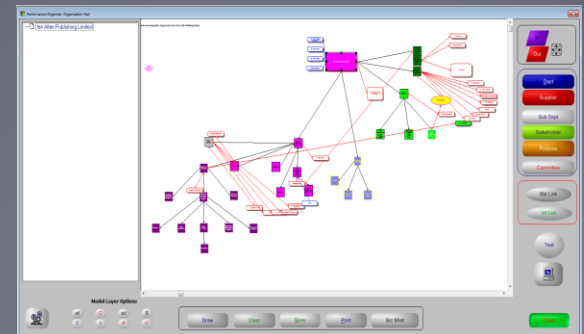
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A product portfolio

The operating principles set out in the previous decks in this suite as a basis for architectural planning led to the development of an integrated portfolio of applications, both at the desktop and server side.

The product portfolio can be read about [here](#)

The portfolio was in turn founded on the idea of mapping organisation form function and purpose, with the map content stored in a quer1able database that could be adjusted using a CAD tool called “The Performance Organiser” as illustrated and described in the portfolio document.



The overarching aim, being the idea of “the organisation as a system” providing the glue on which to base complex integration of data forms.

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That's all folks.....

The original deck and others, are available on request, free, using any of these means to get in touch:

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