The Organisation As A System

An information management framework

11 Location Management

11. Document Management – Location Management

The slide deck set:

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A Bit of Revision

The Document Life Cycle

The Document File Naming Convention

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11. Document Management – Location Management

Basic 1: If you do not know where something is, it may as well not be there

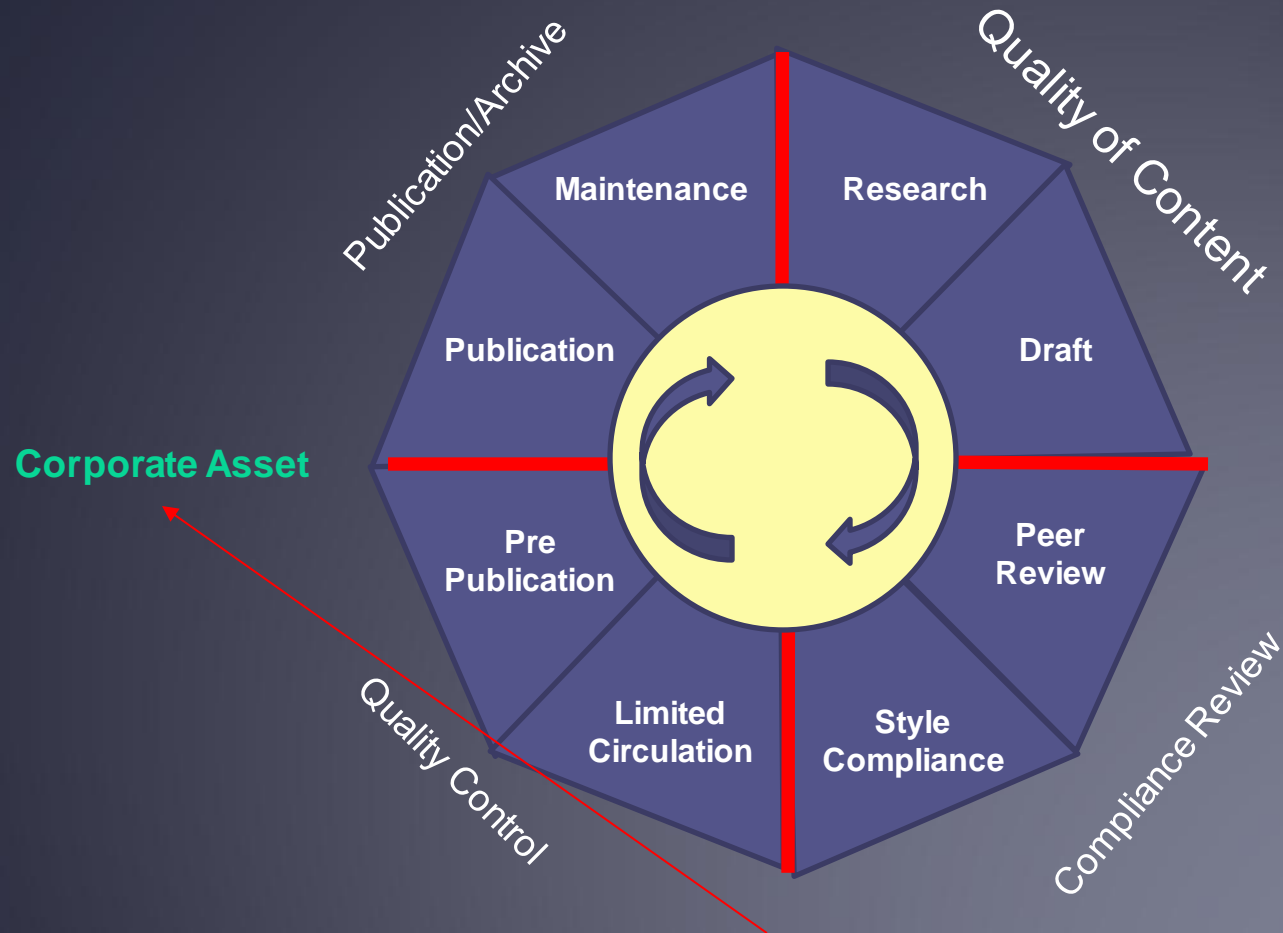Basic 2: Control of location protects ownership

Basic 3: Control of location enhances the ability to protect key data assets

Basic 4: Control of location gives the opportunity to automate audit

Basic 5: Control of location supports the concept of "master" documents

11. Document Management – Location Management

Documents Have A Life

At the point in a document life cycle where it is recognised as a corporate asset, management of location is applied with each version increment. Documents placed in controlled locations are master records for reference purposes

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11. Document Management – Location Management

The TLMP Top Level Folder Structure.

- 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 Right
- 100 Infrastructure
- tlmp

The folder design structure advocated here is based on the idea of "through life". Documents have a life cycle and documents are written to support the organisation which is also "lifed".
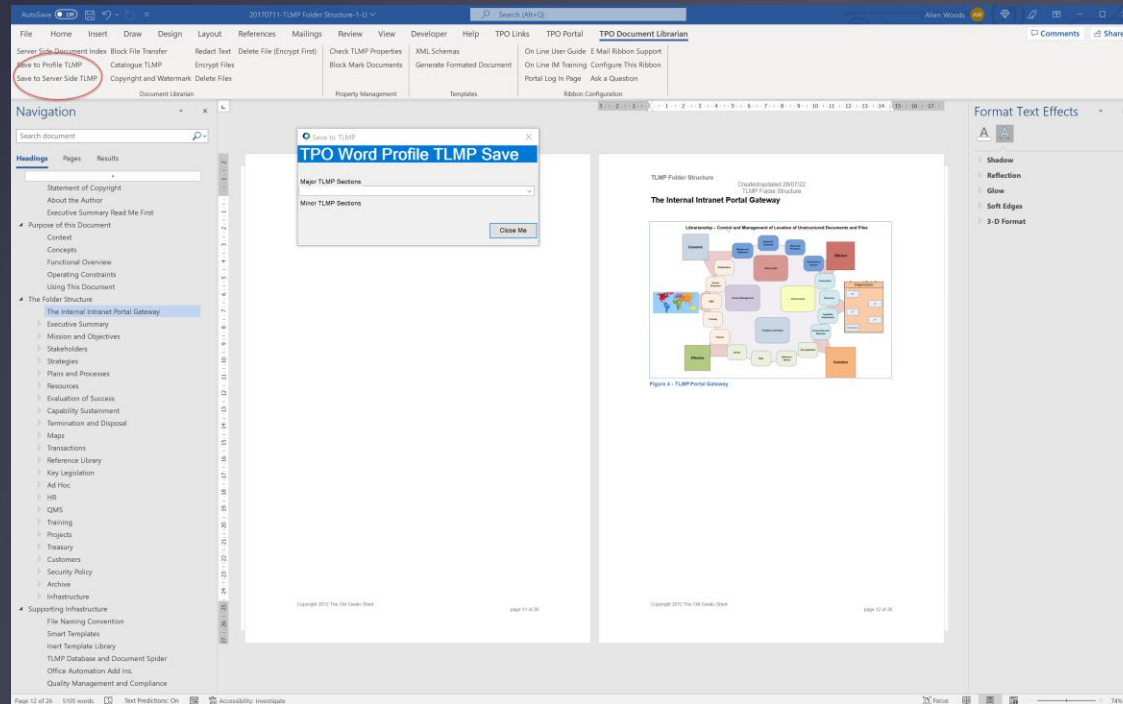
The TLMP Folder Structure Detailed Description.

The TLMP Portal Gateway.
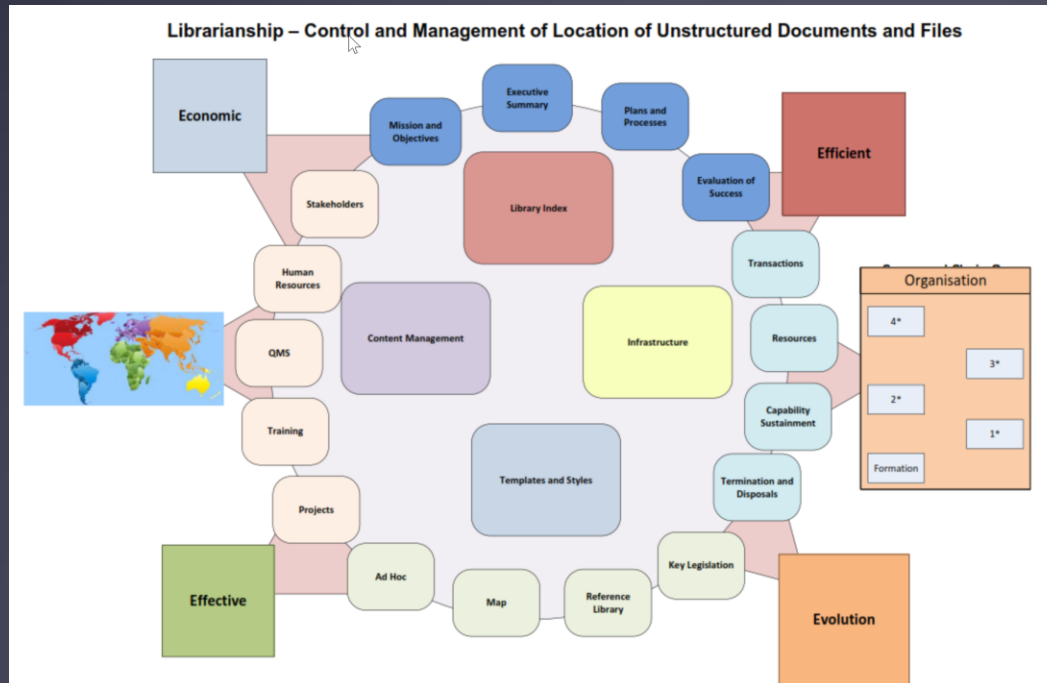
The image above is taken from an active image map from an internal portal. Each block or box, links into a tlmp folder.

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11. Document Management – Location Management

Desktop Document Management Components

Desktop to server side location management is provided by the use of add ins, built into desktop office automation applications.

11. Document Management – Location Management

Supporting Document Management Components

Other Location Management Supporting Tools:

A corporate [dictionary](#)
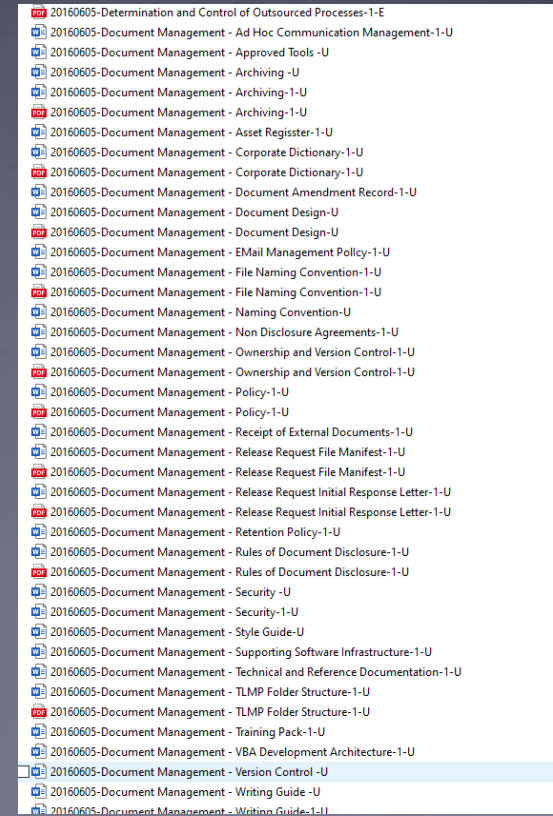
A document [cataloguing spider](#)

Automation of [archiving](#)

Automation of [version control](#)

"Smart" location aware [templates](#)

All of the documents available through the links on this slide are consistent with the ISO 27k family of standards


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20160605-Determination and Control of Outsourced Processes-1-E
20160605-Document Management - Ad Hoc Communication Management-1-U
20160605-Document Management - Approved Tools -U
20160605-Document Management - Archiving -U
20160605-Document Management - Archiving-1-U
20160605-Document Management - Archiving-1-U
20160605-Document Management - Asset Regisster-1-U
20160605-Document Management - Corporate Dictionary-1-U
20160605-Document Management - Corporate Dictionary-1-U
20160605-Document Management - Document Amendment Record-1-U
20160605-Document Management - Document Design-U
20160605-Document Management - Document Design-U
20160605-Document Management - EMail Management Pollcy-1-U
20160605-Document Management - File Naming Convention-1-U
20160605-Document Management - File Naming Convention-1-U
20160605-Document Management - Naming Convention-U
20160605-Document Management - Non Disclosure Agreements-1-U
20160605-Document Management - Ownership and Version Control-1-U
20160605-Document Management - Ownership and Version Control-1-U
20160605-Document Management - Policy-1-U
20160605-Document Management - Policy-1-U
20160605-Document Management - Receipt of External Documents-1-U
20160605-Document Management - Release Request File Manifest-1-U
20160605-Document Management - Release Request File Manifest-1-U
20160605-Document Management - Release Request Initial Response Letter-1-U
20160605-Document Management - Release Request Initial Response Letter-1-U
20160605-Document Management - Retention Policy-1-U
20160605-Document Management - Rules of Document Disclosure-1-U
20160605-Document Management - Rules of Document Disclosure-1-U
20160605-Document Management - Security -U
20160605-Document Management - Security-1-U
20160605-Document Management - Style Guide-U
20160605-Document Management - Supporting Software Infrastructure-1-U
20160605-Document Management - Technical and Reference Documentation-1-U
20160605-Document Management - TLMP Folder Structure-1-U
20160605-Document Management - TLMP Folder Structure-1-U
20160605-Document Management - Training Pack-1-U
20160605-Document Management - VBA Development Architecture-1-U
20160605-Document Management - Version Control -U
20160605-Document Management - Writing Guide -U
20160605-Document Management - Writing Guide-1-U
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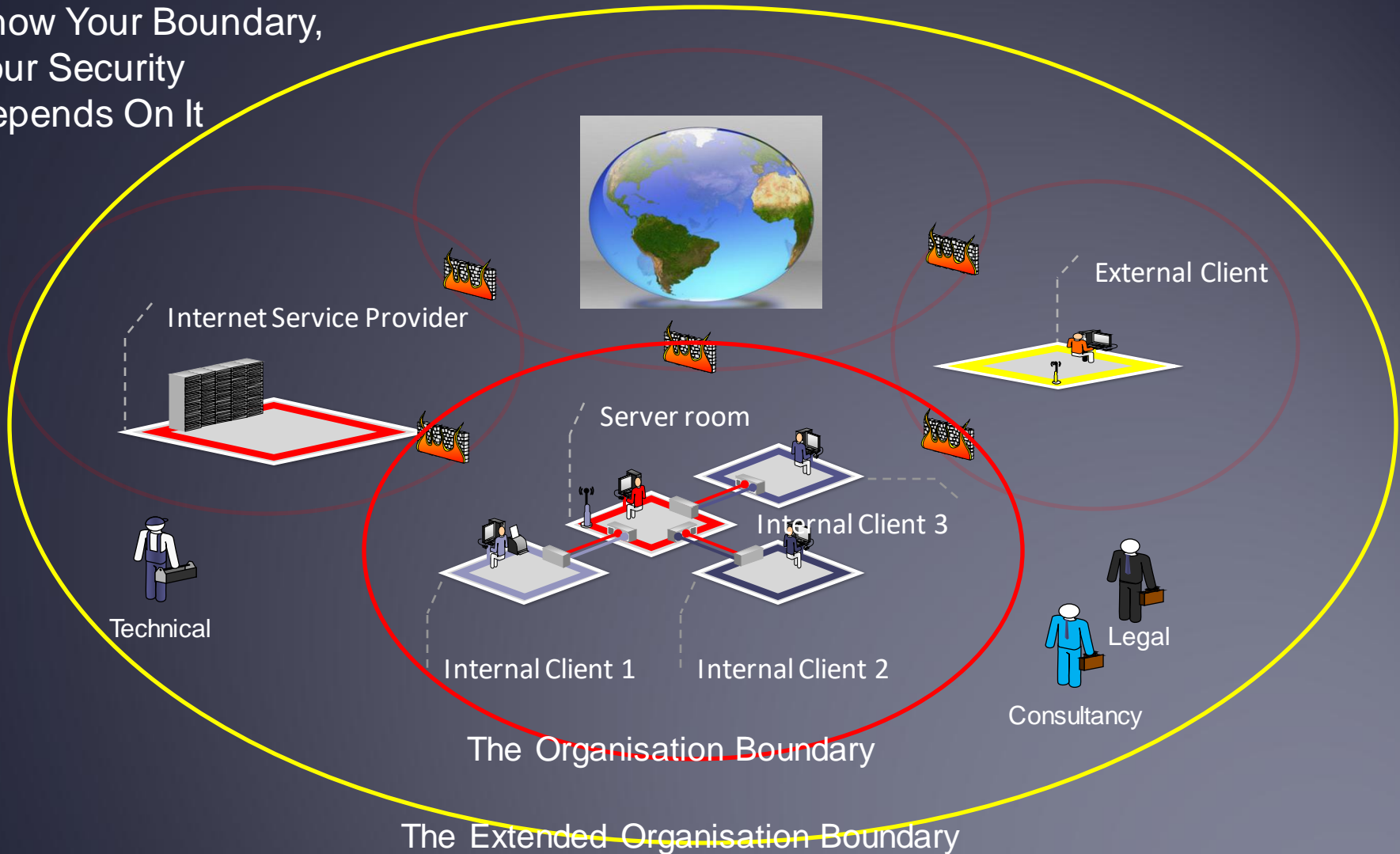
The document library itself can be viewed here

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11. Document Management – Location Management

Finally folks….

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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