

The Organisation As A System

An information management framework

11 Location Management

11. Document Management – Location Management

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 (this deck) , if you do not know where something should be, it may as well not be there!
- 13. The People, the Culture – People do what people do. Writing with Style.
- 14. The Tool Architecture – No one tool can cover it all and cookies? They don't count.

- 15. Closing Summary - Wrap up..

11. Document Management – Location Management

A Bit of Revision

The [Document Life Cycle](#)

The [Document File Naming Convention](#)

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

Basic 2: Control of location protects ownership

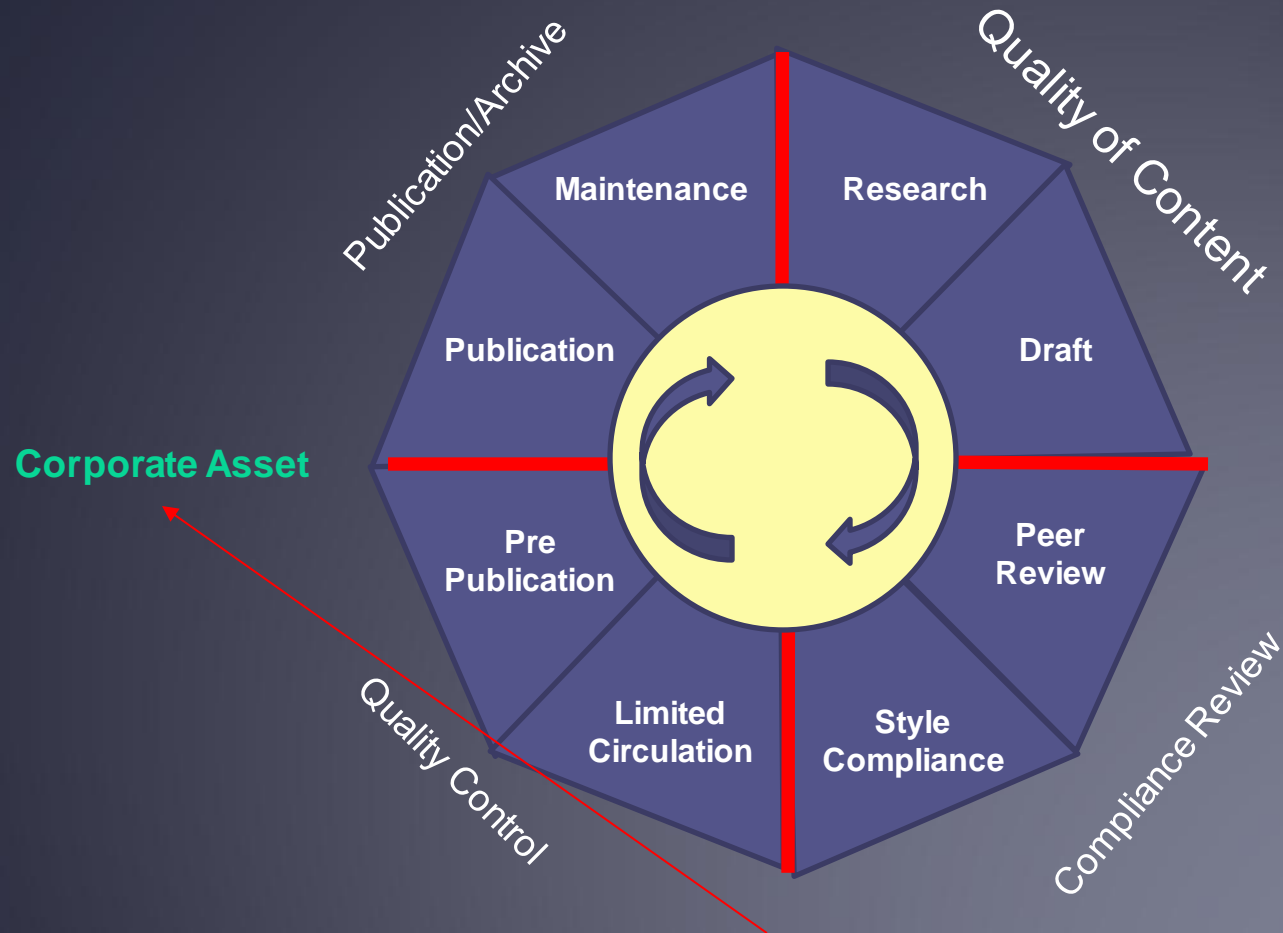
Basic 3: Control of location enhances the ability to protect key data assets

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

Basic 5: Control of location supports the concept of “master” documents

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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.

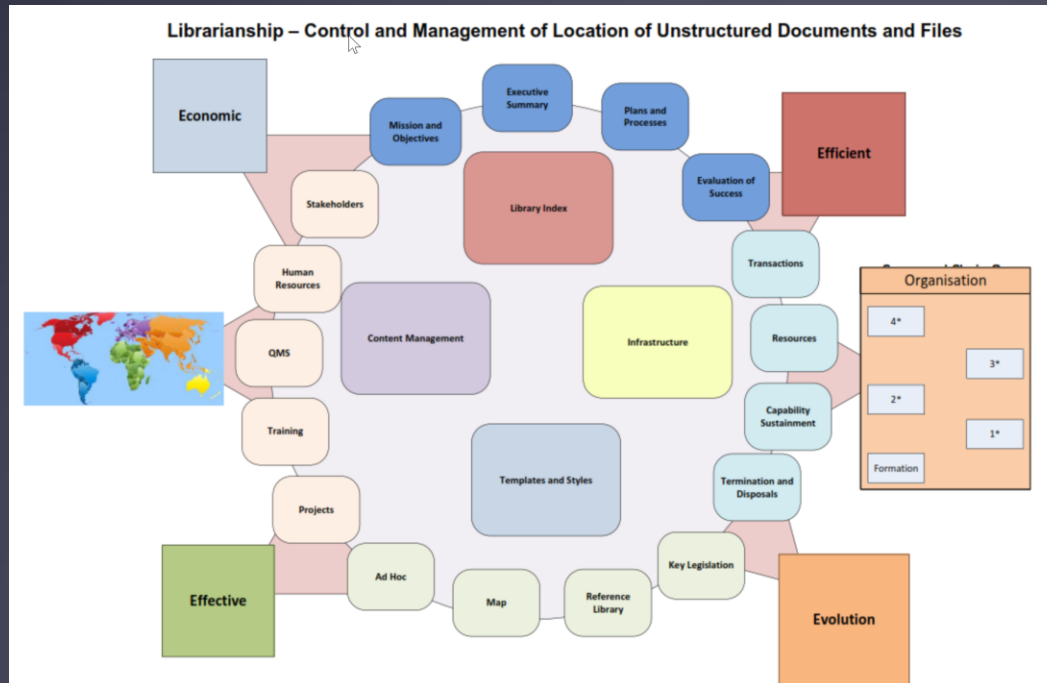
- 📁 01 Executive Summary
- 📁 02 Mission and Objectives
- 📁 03 Stakeholders
- 📁 04 Strategy
- 📁 05 Plans and Processes
- 📁 06 Resources
- 📁 07 Evaluation of Success
- 📁 08 Capability Sustainment
- 📁 09 Termination and Disposals
- 📁 10 Map
- 📁 11 Transactions
- 📁 12 Reference Library
- 📁 13 Key Legislation
- 📁 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
- 📁 ttmp

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 “lived”.

The TLMP Folder Structure [Detailed Description](#).

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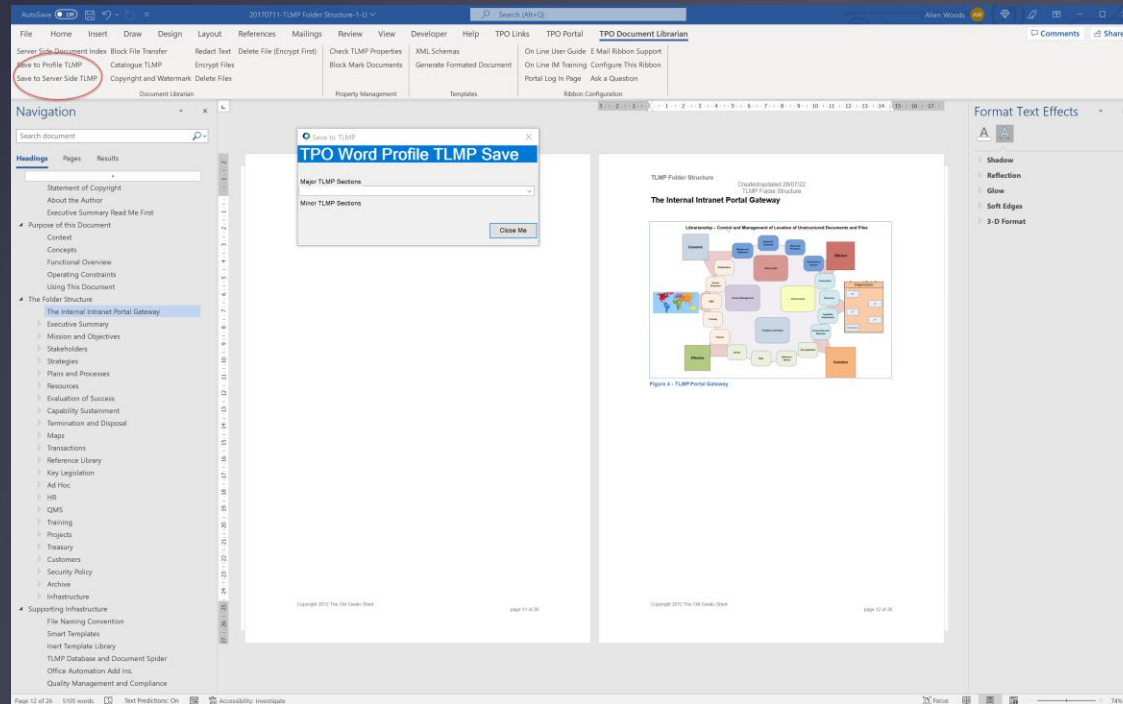
The TLMP Portal Gateway.



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

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Desktop Document Management Components



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

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Supporting Document Management Components

Other Location Management Supporting Tools:

A corporate [dictionary](#)

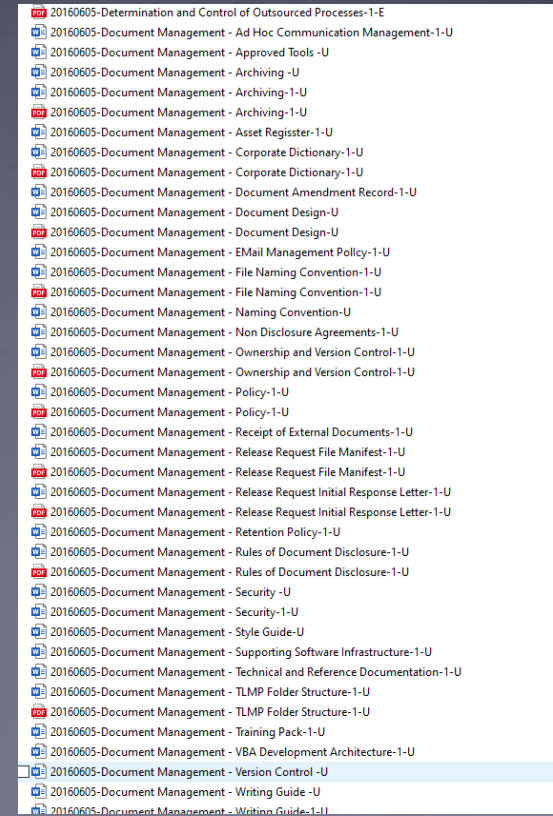
A document [cataloguing spider](#)










































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

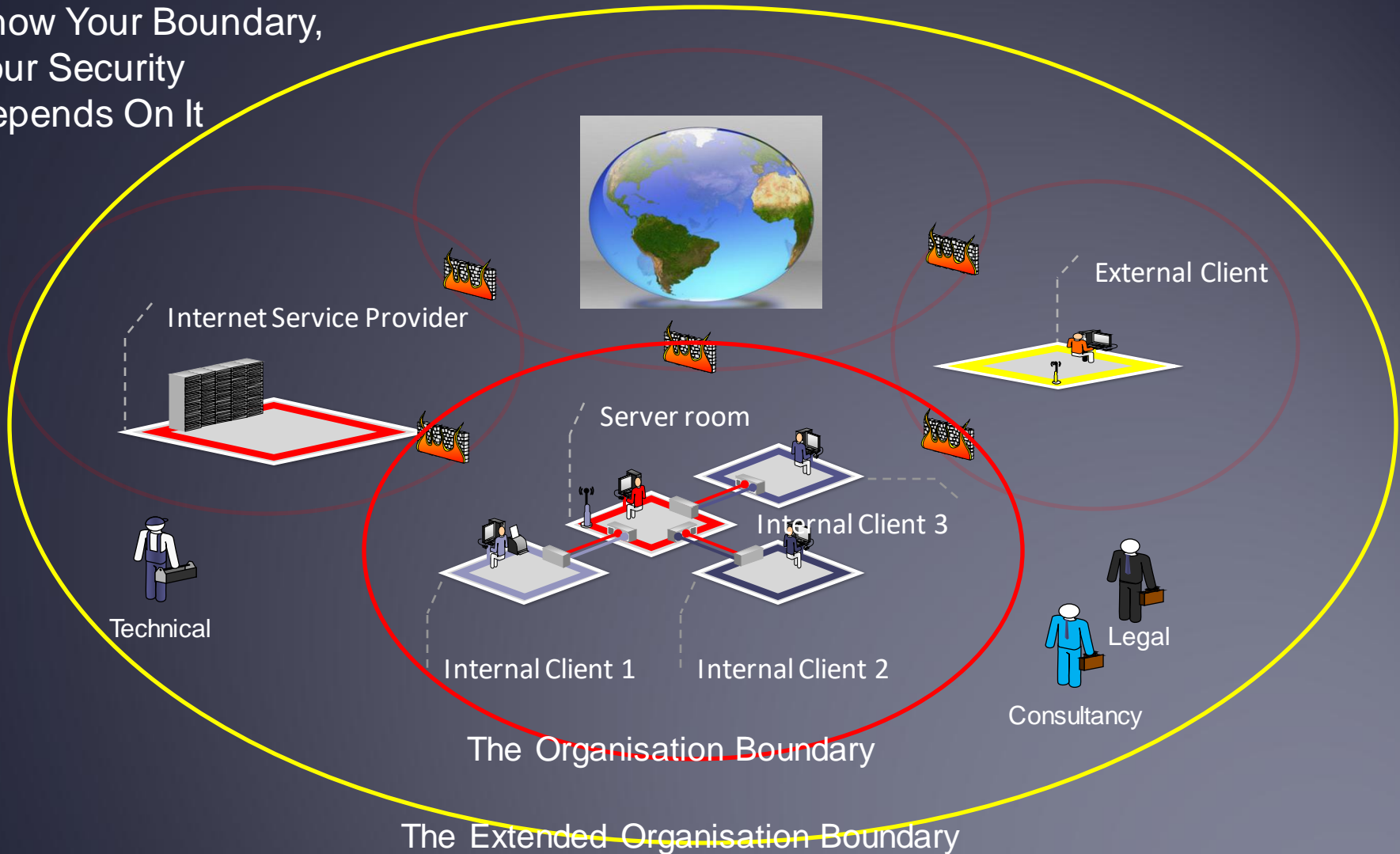
A screenshot of a document library interface showing a list of documents. Each entry includes a small icon (either a red 'PDF' icon or a blue document icon) followed by the document title. The titles are all related to ISO 27005 standards for document management. The list is scrollable, and the 'Version Control -U' entry is highlighted with a blue background.

	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 Register-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 Policy-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

The document library itself can be viewed here

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Know Your Boundary,
Your Security
Depends On It



**Nothing goes over (in or out) your organisation boundary without approval.
Anything going over your extended boundary you have no control over whatsoever**

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Finally folks....

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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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