Taxonomy & Metadata

Optimize navigation, findability, and information discovery through content classification.

This course is ideal for...

IT, business analysts, consultants, business unit managers, and other professionals who are tasked with accurately and effectively managing organizational business processes. Acquire the necessary skills to:

- Create a taxonomy structure and usability model

- Frame a taxonomy business case

- Perform facet and metadata analysis

- Collect metadata and utilize search

- Use metrics and conduct regular evaluation

Course Benefits and Objectives

As organizations get buried in terabytes of content and records, it is essential to apply structures - taxonomies - to find the crucial information within their holdings, bypassing the "chaff" to optimize and manage the content needed for certain processes. Applying taxonomies to content and records contributes to organizational efficiency and compliance in three powerful ways: navigation, findability, and control.

AIIM's Taxonomy and Metadata course is founded on these considerations and best practices to provide you with a systematic approach for designing an effective taxonomy and test plan. The information is applicable across all industries and is independent of any particular technology or vendor solution.

Your Learning Options

The Taxonomy and Metadata course is comprised of multiple topics leading to the Taxonomy and Metadata Specialist designation that is earned upon successful passing of the online exam. Once purchased, the course topics, supporting materials, and exams are accessible online and on demand from AIIM's training portal for 6 months

Feedback:

Course Topics

Taxonomy and Metadata Specialist

- **How to Determine the Purpose of a Taxonomy**
  Identify the three major functions of a taxonomy; and understand the role of taxonomy management software.

- **How to Determine the Right Type of Taxonomy for Your Business**
  Identify different kinds of business situations; and know how to determine the right type of taxonomy to use in each situation.

- **How to Develop a Business Case for a Taxonomy**
  Identify possible business benefits of a taxonomy; and develop a business case for a taxonomy.

- **How to Ensure a Taxonomy is Easy to Use.**
  Describe how taxonomy depth impacts usability; and understand cognitive strategies for improving usability.

- **How to Keep a Taxonomy Up-to-Date**
  Identify people impacted by a taxonomy; and establish a governance framework for maintaining a taxonomy.

- **How to Start Planning a Content Model**
  Define content model, content type, and content element; distinguish between structured and unstructured content; and articulate the value and difficulty in exploiting unstructured content.

- **How to Start Planning a Taxonomy**
  Define what a taxonomy is; discuss the past and current uses of taxonomies; articulate the value of taxonomies in content management; and identify various types of taxonomies and their appropriate applications.

- **How to Use Metadata and Taxonomies to Improve Access to Information**
  Explain the value of metadata; and identify how taxonomies can improve access to information.

- **How to Establish a Folder Structure**
  Articulate how corporate folder structures can improve findability and knowledge sharing; determine the most important success factors for folder structures; understand the most common ways of classifying documents; and develop the best folder structure for file sharing apps.

Register for online, virtual, or in-person training today.

Details and enrollment are a click away. Visit datacentrix.co.za
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