

AIIM Training

Taxonomy & Metadata

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

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 organization 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 6 modules that may be purchased individually (directly from AIIM) or as a complete package from Datacentrix; leading to the AIIM Taxonomy and Metadata Practitioner designation that is earned upon successful passing of the exam. Once purchased, the course module(s), supporting materials, and exam are accessible online and on demand from AIIM's training portal for 6 months.



This course is ideal for...

IT staff, information architects, taxonomy and metadata professionals, information and records management professionals, business analysts, managers, as well as solution integrators and providers, sales consultants, project managers and technical staff. You'll 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

AIIM is the global community of information professionals. We provide the education, research and certification that information professionals need to manage and share information assets in an era of mobile, social, cloud and big data. Visit aiim.org.

Download FREE “How To” Guides:
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What our Students Say...

"If I was to embark on this venture again, I would spend more time on setting up taxonomy and have more staff trained through AIIM before we began the process. We currently have 3 staff members trained through AIIM, including myself. Changes and/or updates to the electronic records and processes are more efficient since we are all aware of the standards and best practices within the industry."

– Scott Craig, City of Cape Coral

"Being active in consulting on Content Management for more than a decade and having followed the market trends and vendors closely, I can say that this is a real jump-start course offering condensed and to-the-point training in a very distinct discipline of content and process management. This course is a good reference point, even for seasoned practitioners like me."

– Robert Bessems, Managing Director
Futureware Business Services N.V.
(Belgium)

"Solid Business and Financial acumen; CDIA, MCSC, ITIL and AIIM certifications a plus."

– As seen in job post for Outside Sales Account Executive, Technology Business Development at Ricoh

Course Modules

Module 1: Getting Started with Taxonomies

- Accurately use the key terminology associated with taxonomy and metadata development
- Understand the role of structure in the usability of a taxonomy
- Make a preliminary statement of purpose about your own taxonomy project

Module 2: Scoping a Project

- Frame the taxonomy business case with an evidence-based approach
- Identify key stakeholders and set their expectations
- Make a plan for gathering content and user warrant
- Understand the factors in deciding whether to build or buy a taxonomy

Module 3: Beginning the Taxonomy Design Project

- Conduct a facet analysis and assess its quality
- Design principles and trade-offs in taxonomy design
- Understand the principles behind term selection
- The role of standards in taxonomy development
- Design a test plan and assess its quality

Module 4: Preparing for Implementation

- Understand how a taxonomy can be refined using test results
- Manage stakeholders through a consultation activity
- Work with fellow information professionals on operationalizing the taxonomy
- Reduce the burden of collecting metadata from users
- Describe how to deploy taxonomy with search

Module 5: Taxonomy Management and Governance

- Understand how a taxonomy can be refined using test results
- Manage stakeholders through a consultation activity
- Work with fellow information professionals on operationalizing the taxonomy
- Reduce the burden of collecting metadata from users
- Deploy taxonomy with search

Module 6: Beyond the Enterprise Taxonomy

- The role of taxonomy in large scale knowledge organization systems
- Learn the likely impact of the semantic web on taxonomy work
- How to develop your own competencies as a taxonomy and metadata professional



Register for a class today!

Course pricing, detailed curriculum and enrolment are just a click away.

<http://www.cvent.com/d/44q13w/4W>

Talk to one of our education counsellors:

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