

Information Inventory

What is an Information Inventory?

An information inventory is a key element of any information management programme. An information inventory will enable you to understand your information assets so that you can fully utilize them to contribute to successful business outcomes. An information inventory also provides a basis for:

- Strategic information management
- Implementation of information systems such as document management, collaboration or an intranet
- Building your information architecture
- Public sector bodies producing an information asset register (RUPSI) or Publication Scheme (FOI)
- Records management, in particular retention and disposal
- Interoperability and integration projects

An information inventory is recommended as good practice by relevant information management standards such as ISO 15489 and the Freedom of Information Act s46 code of practice.

The Metataxis Approach

The Metataxis approach to an information inventory is to understand your particular business environment and business needs. We have experience in carrying out inventories for public, private and third sector clients, with varying motivations for carrying out an inventory.

Our approach is:

- Information oriented (not technology oriented)
- Focused on your organisational/business requirements
- Time and cost effective and able to deliver quick results
- To work with your organization's staff to transfer skills

Inventory Methodology

Metataxis has a simple methodology that provides quick results. We use:

- Electronic tools – to drive analysis
- Standardised Inventory forms
- Project and management templates

We can also provide a Microsoft SharePoint 2010 site to store your inventories, generate standard reports and related documentation. Using the site you will also be able to track inventory progress. The site can be either hosted by Metataxis or integrated into your own SharePoint implementation.

Typical Timescales

Day 1: Detailed understanding your organisation and its requirements

Day 2: Customisation of our toolkit to your requirements and set up of SharePoint site if needed

Day 3: Training and project preparation with your in house inventory team

Days 4 and 5: Review of findings and working with in house team to define outputs and reports

Optional day: Run drive diagnostic tools on your behalf

Support: Follow-up consultation is available via email or phone after delivery of the recommendations.

Optional Extras

Metataxis can also:

- Provide a complete inventory service
- Undertake full analysis of results
- Deliver results and findings to senior managers
- Undertake audit of information quality

Further Information

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About Metataxis

Metataxis was formed in January 2002 to provide information architecture and information management consulting services for organisations.

The Metataxis team have between them amassed over 80 years' experience in understanding, designing and organising information, including consulting on and implementing numerous SharePoint implementations for a number of private and public sector clients.