

Information Architecture Services

Structuring your information in cloud solutions such as Microsoft 365 to make it easy to find, and to see new connections and patterns can give you powerful insights into your organisation.

An information architecture (IA) is a crucial initial step to the successful implementation of any information system. You wouldn't start building a house without an architecture and the same logic applies to building a system. A good IA requires that content, technology, people, business requirements, and cultural factors are all considered at the same time.

Our solution

Metataxis is an independent consultancy specialising in information management and information architecture services.

As internationally recognised experts in the taxonomy and ontology field we are well positioned to help you put in place the necessary frameworks to enable you to leverage your information. We understand that these semantic structures must deliver value, and we use our many years of practical experience to do just that.

What we deliver

Metataxis has many years' experience in designing information architectures, which typically consist of:

- **Domain model:** a conceptual overview of all your information, no matter where it is
- **Container design:** the structures and file plans that your content should be stored in
- **Navigation design:** the labels and hierarchies that enable effective navigation
- **Metadata schemas and data models:** the attributes and definitions of your types of information
- **Vocabularies:** the pick lists, taxonomies and ontologies used to control metadata values
- **Findability design:** the approach for searching, filtering, and grouping
- **Permission design:** who can do what, to collections of content, and how to control it
- **Template design:** the site, page, document and other templates needed for consistency

The outcome

A well-designed IA will help you to sort through the background noise of too much information, reveal new connections and highlight opportunities to better exploit your information. Working with us will help you understand what metadata, taxonomies and ontologies can do for you and give you the framework you need to structure your information to most effect.

SharePoint, Teams and Microsoft 365

An IA within Microsoft 365 is crucial because there are many design and configuration decisions that need to be taken before implementation starts.

- **Site Plan:** Information to be stored, accessed and managed must adhere to some overall structure. This includes Team/channels
- **Interface (Usability):** The IA must be mapped to user interface structures and functionality
- **Content Types:** One of the foundations of SP's functionality, and crucial to define properly
- **Columns (Metadata):** The columns to be used, their data types, and in which content types they are defined in
- **Term Sets (Taxonomies):** required to tag columns effectively, and to support findability
- **Findability:** Defining search and other finding functionality
- **Permissions Model:** The access and security design used across the IA
- **Policies and Governance:** The practical steps required to ensure effective governance, including retention management

For further information

info@metataxis.com
+44 (0)7870 345 378
+44 (0)7951 645 422
Metataxis Limited, 8 Wingbury Courtyard,
Wingrave
Aylesbury, HP22 4LW
www.metataxis.com