

Taxonomy

What is it and why do we need it?

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Taxonomy Defined

A borrowed term from Biology, Taxonomy is the science of defining and naming groups of [things] on the basis of shared characteristics



Avoid the junk drawer



Created by Luis Prado from Noun Project

ELIMINATE FRUSTRATION

Make stuff easier to find



Created by Gregor Cresnar from Noun Project

SHARE WITH OTHERS

Make stuff accessible to others



Created by Gan Khoon Lay from Noun Project

MANAGE WHAT YOU HAVE

Know what to discard and what to keep



Created by April Yang from Noun Project

SAVE MONEY

Avoid redundancy and inefficiency



Organize your stuff



Make stuff easy to find



Use key attributes to determine placement and categorization



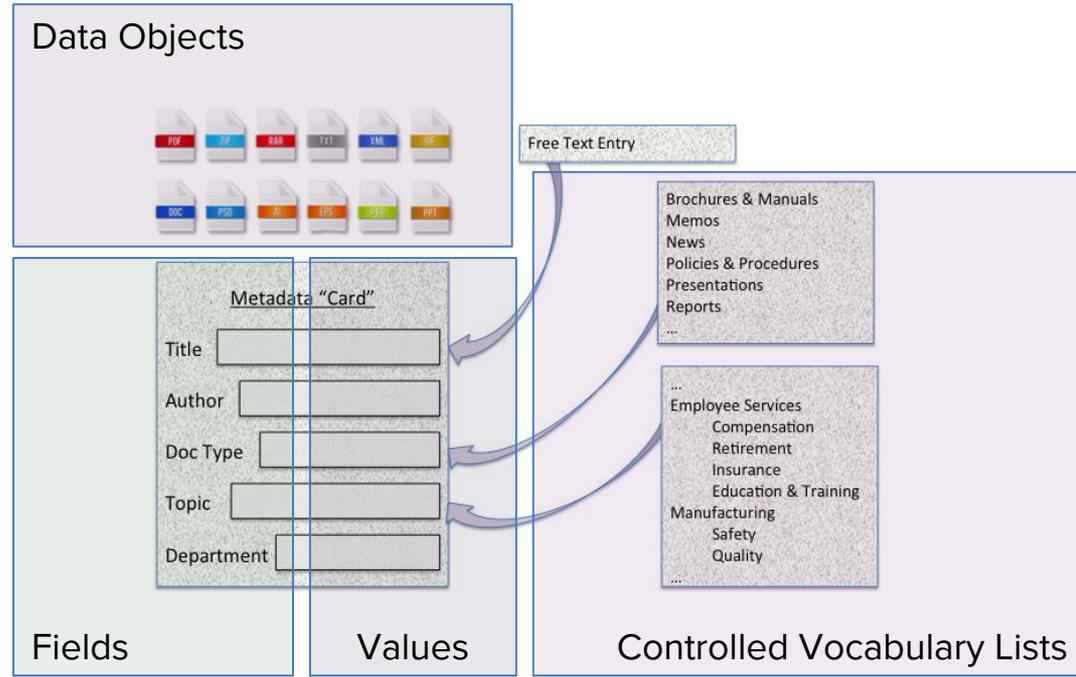
Devise a system that is predictable and repeatable

Issues with Managing Data

Challenges

- Inadequate means to **Search, Find** or **Discover** information
- Silos prevent the **Re-use** of information
- Barriers to **Communication** exist when people (and their systems) speak different languages

Taxonomy as a Solution



Smart Taxonomy Design

The taxonomy design process requires a thorough assessment and inventory of the assets that need to be organized, the end-user's needs, and the functionality of the environments where they are to be stored and accessed.



INVENTORY ASSETS

What do you have and how much?



ASSESS ENVIRONMENT

What is the configuration and capacity of your storage space?



EVALUATE USERS

Who needs what and when do they need it?



APPLY RULES AND ADHERE TO STANDARDS

How can the devised system flourish as new assets, attributes and requirements change over time?

KEYS TO GOOD DESIGN

WHEN IMPLEMENTING A TAXONOMY remember these key points

- **AVOID REINVENTING THE WHEEL.** *(Where there are existing standards or vocabularies already being used widely, leverage them. The best taxonomies are the most **Ubiquitous**)*
- **CONTINUOUSLY IMPROVE.** *(Seamlessly incorporate taxonomy reviews, updates and overhauls into **DevOps** practices for every system)*
- **PERFECTION IS NEVER THE GOAL.** *(Adhere to rules and standards but the focus should always be on providing a system that is **Intuitive** and **Simple**)*

Thank You!

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To see a taxonomy in action, check out GSA's Enterprise Document Management System (EDMS)