



# **Mind Mapping and Taxonomy**

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# Agenda

**What is Mind Mapping?**

**How is it Useful in Facilitating Taxonomy Development**

**Let's See How it Works**

**Other Skills Needed**



# What is Mind Mapping?

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- **A Mind Map is a diagram used to visually organize information.**
- **It can be static but the most useful mind maps are interactive.**
- **Major ideas are connected to a central concept and other ideas branch out from those**



# Why Mind Mapping?

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- **Useful for illustrating complex functions and organizational issues**
- **Interactive mind mapping tools can allow people to see different scenarios and impact of any changes**
- **Helps to organize thoughts**
- **Useful when facilitating group discussions**



# Why Develop a Taxonomy

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- **Autocategorization: still have to have defined categories**
- **Improved search: Still need to define classification and metadata models to support faceted search**
- **Metadata-based models still depend on taxonomies even if they are informed by folksonomies**

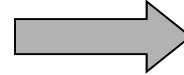


# Function vs Hierarchy

- **What makes sense to people today vs having a formal hierarchical structure?**
  - **Project Structure more Functional and Non-Project Structure Hierarchical i.e. Hybrid**
  - **That is where most organizations should be going**
  - **Think more about process and inform structure based on a variety of business activities including:**
    - **Records retention**
    - **Organizational structure**
    - **Integrated processes and functions**
    - **Folksonomies**



**Dept - Accounting**

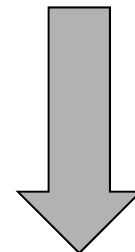
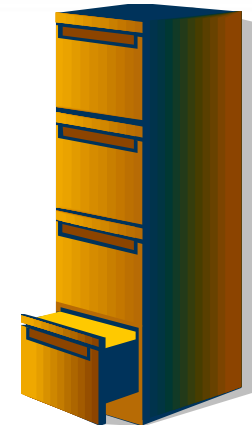
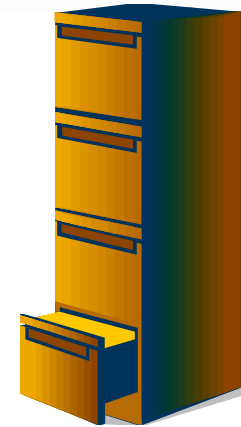
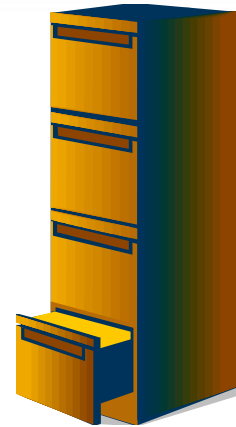


**Categories**

**Fixed Assets**

**Accounts  
Receivable**

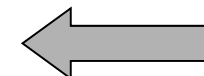
**Accounts  
Payable**



**SubCategory**



**Invoices**



**Invoice Index**

**Documents/  
Records**



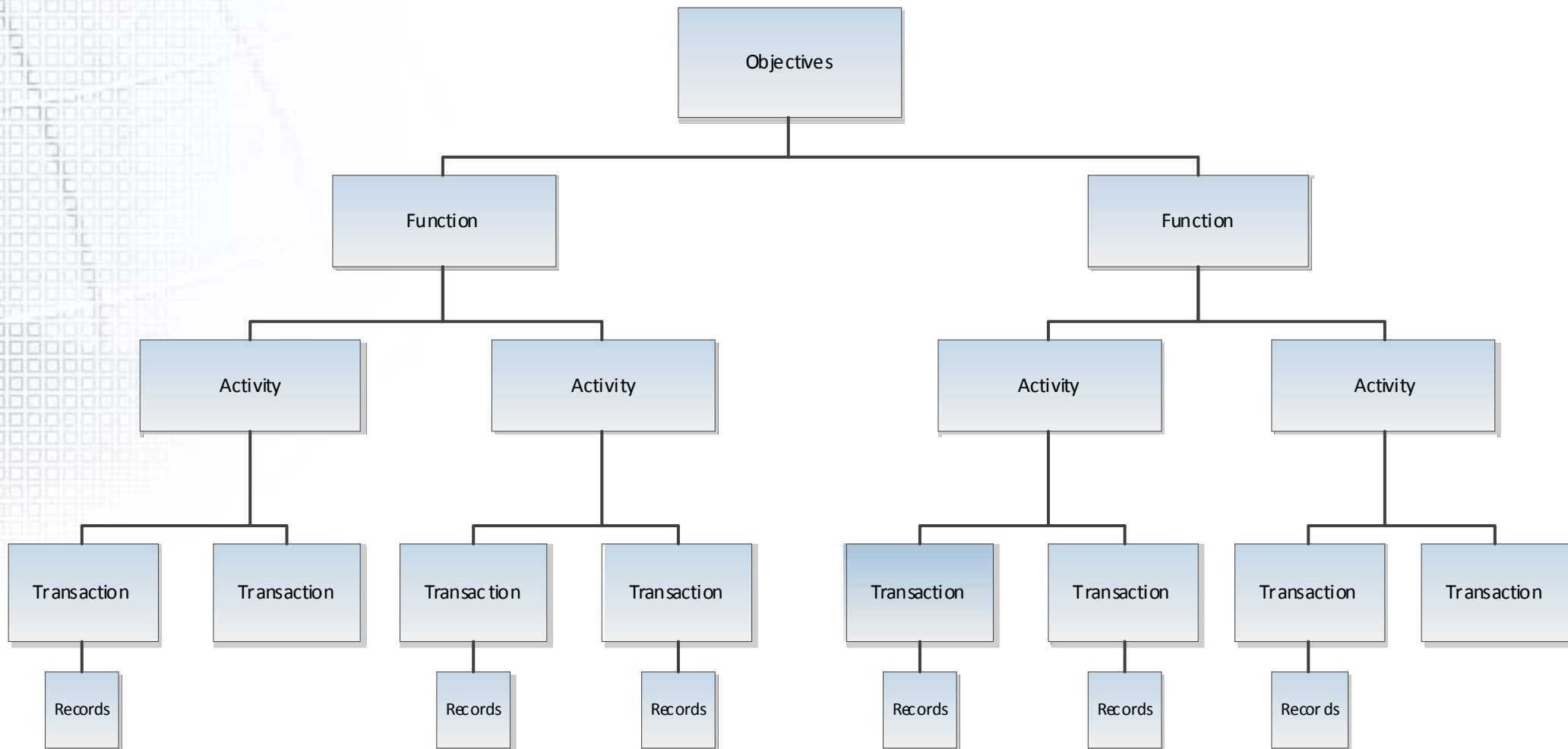
**Invoice**



**Supporting  
Documentation**



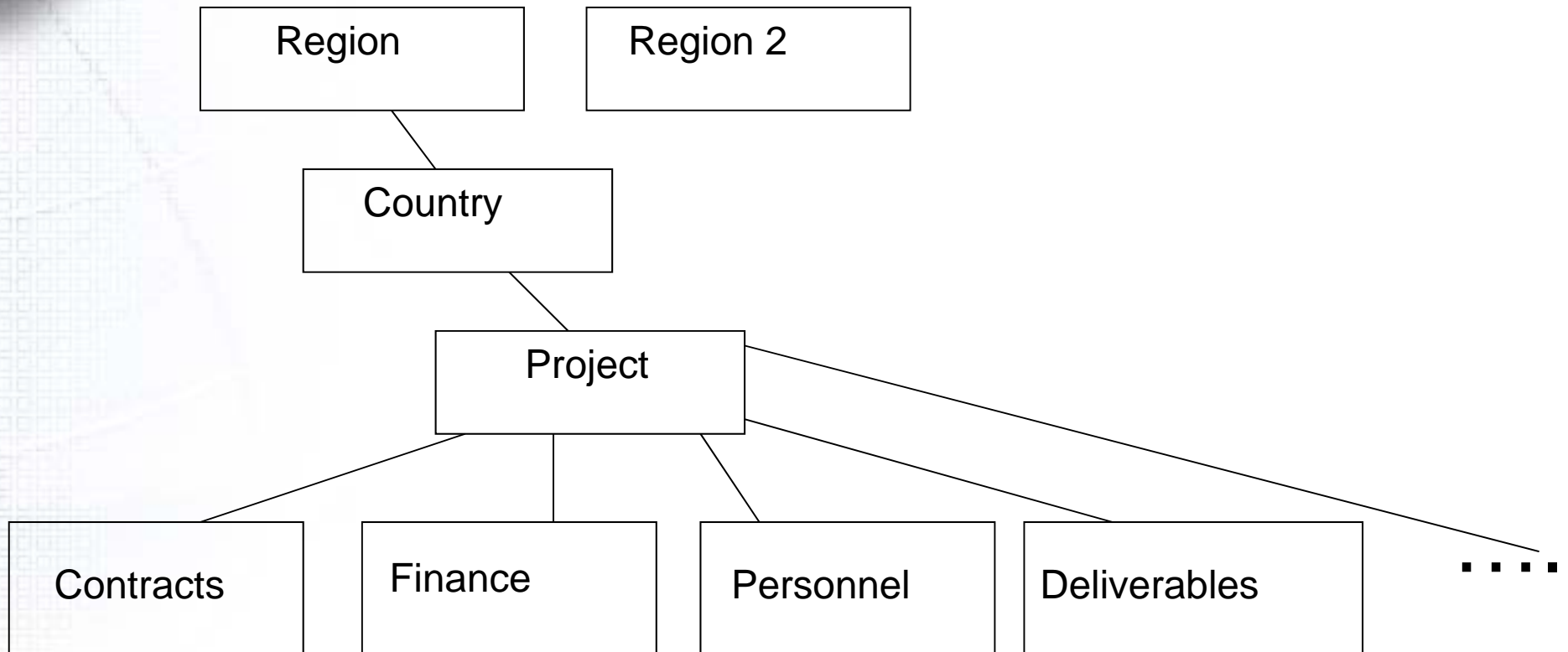
**Correspondence**







# Example Functional Classification Scheme





# Keywords and Tags

- **Should you use keywords / tags to enhance searching?**
  - It depends largely on what repository you are using
  - You don't need to but it helps with the implementation of most ECM suites or products
  - Depends largely on how people work and how sophisticated they are with respect to using search
  - You can define what those are in the mind map



# Folders

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- **To what extent do modern full text searches replace the need for a rigorous hierarchical structure?**
  - **They don't unless you like boiling the ocean**
  - **Also define metadata tags in the mind map**



# Naming Conventions

- **In a world of character number limitations, what are best practices for naming conventions?**
  - **Think like an editor or a Twitter user**
  - **Keywords (example Ebay product titles)**
  - **Just the facts – eliminate fluff**
  - **This is why you have metadata and tags**
  - **Mind map is a very good place to see where naming conventions are needed**



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# Let's See How it Works



# Other Thoughts About the Approach

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- **Sometimes more expedient to go from the bottom up but may not produce better functional results**
- **Color coding certain areas can help illustrate issues or points of concern**
- **When a category has multiple parents it's time to look at putting together a process map**



# Other Skills Needed

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- **Group Facilitation Skills**
- **Remember the objective is to go from complicated to simplified – don't make things too complicated**
- **Remember the mind map is a living – not static – document. Don't get hung up on perfection**







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