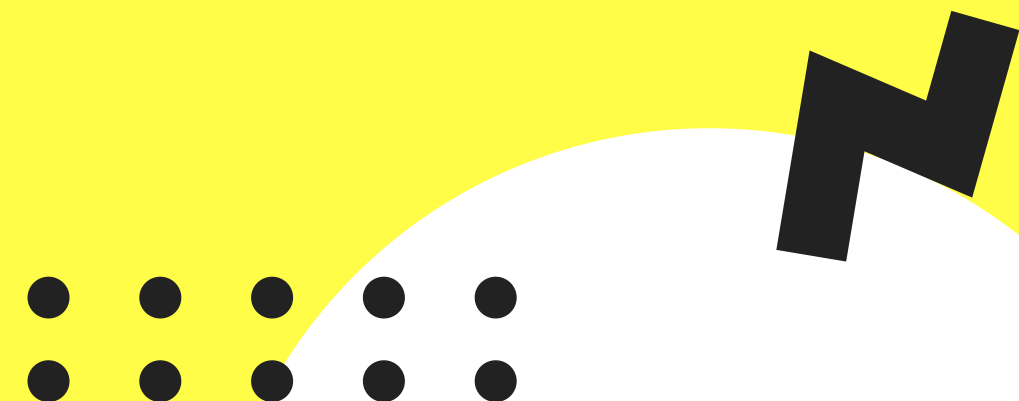
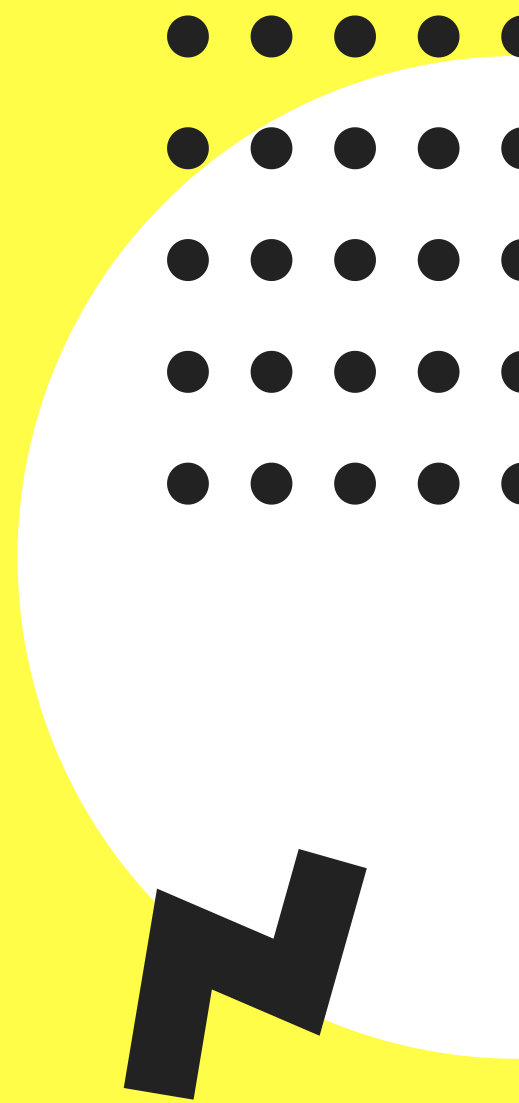


Learning Theories 2

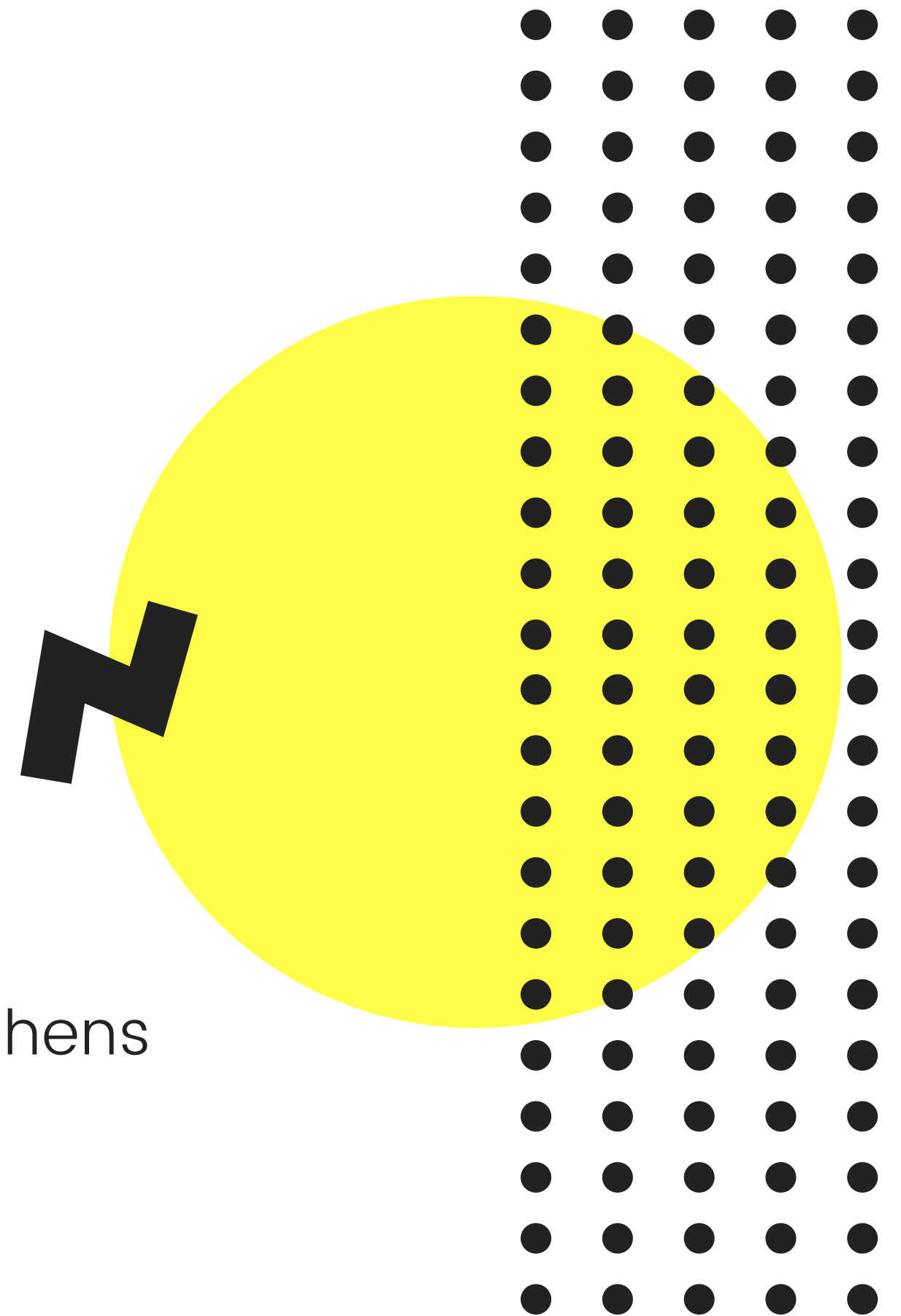
RECORDS CLASSIFICATION -
TAXANOMY




What is Classification

is a process of putting things - records of a similar or category - together. Then a classification is a group of records related by common characteristic.

iRobek, Brown & Stephens





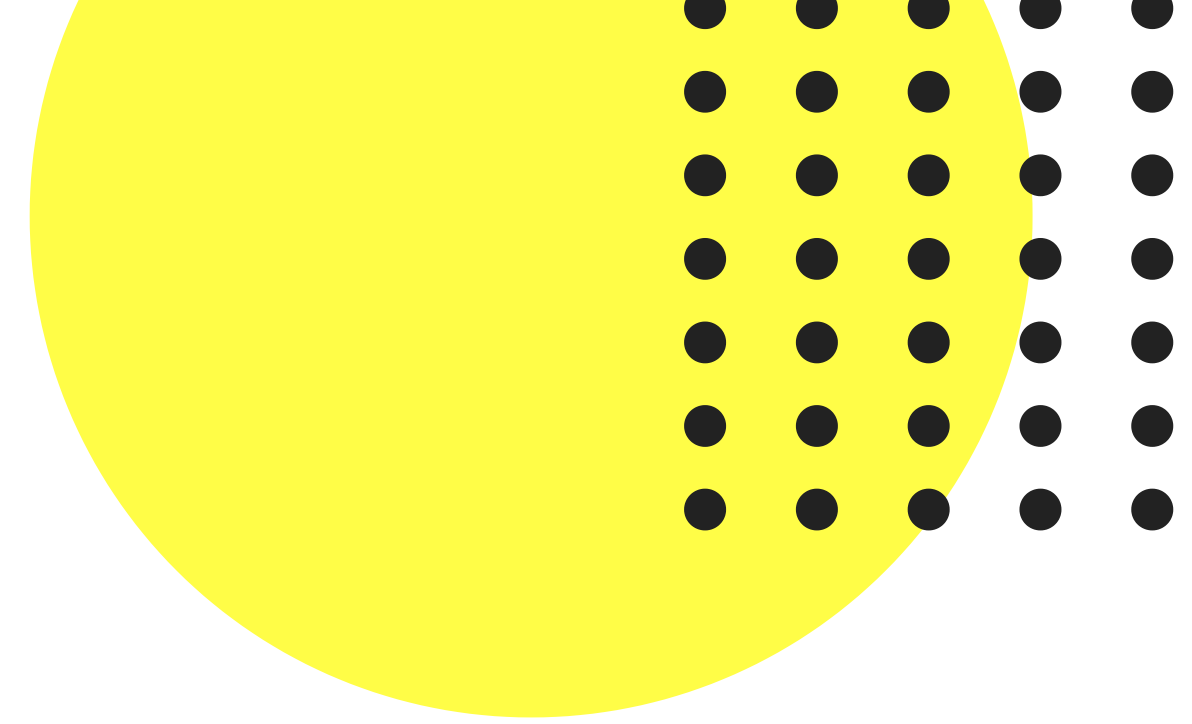
process of identifying and
arranging records in accordance
with an approved filing system

N

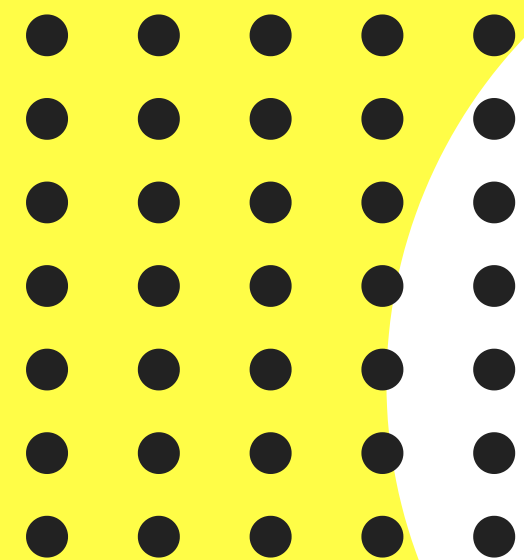
OBJECTIVES

Can be easily located at any times
Can be located by any one person
Can be located by minimum of times,
efforts and expenditures

taxonomy classification



A practice and science of
classification of things or concepts



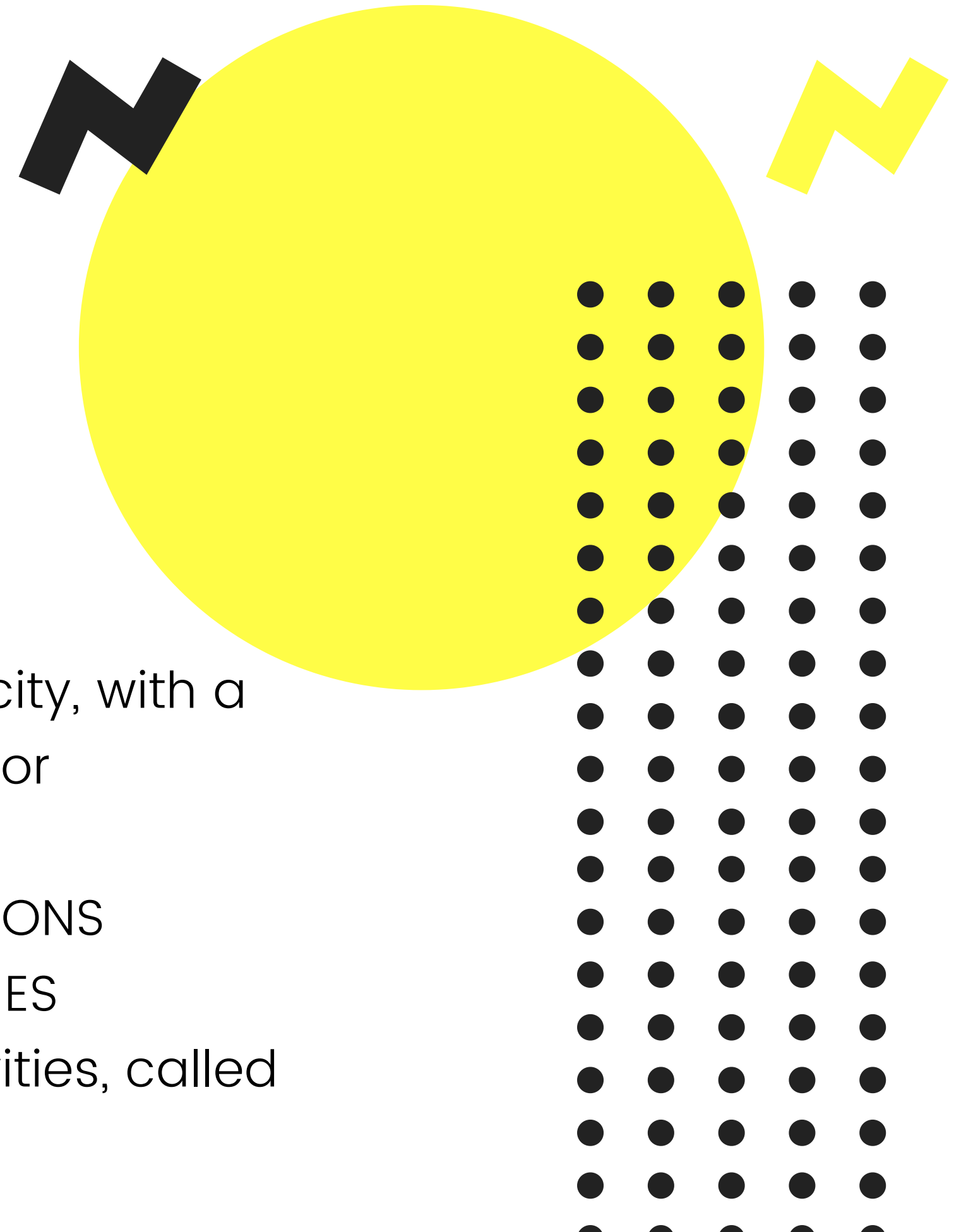
Taxonomy uses hierarchical classification as a way to help us understand and organize the diversity of information in our daily works. Hierarchical classification basically means that we classify groups within larger groups.

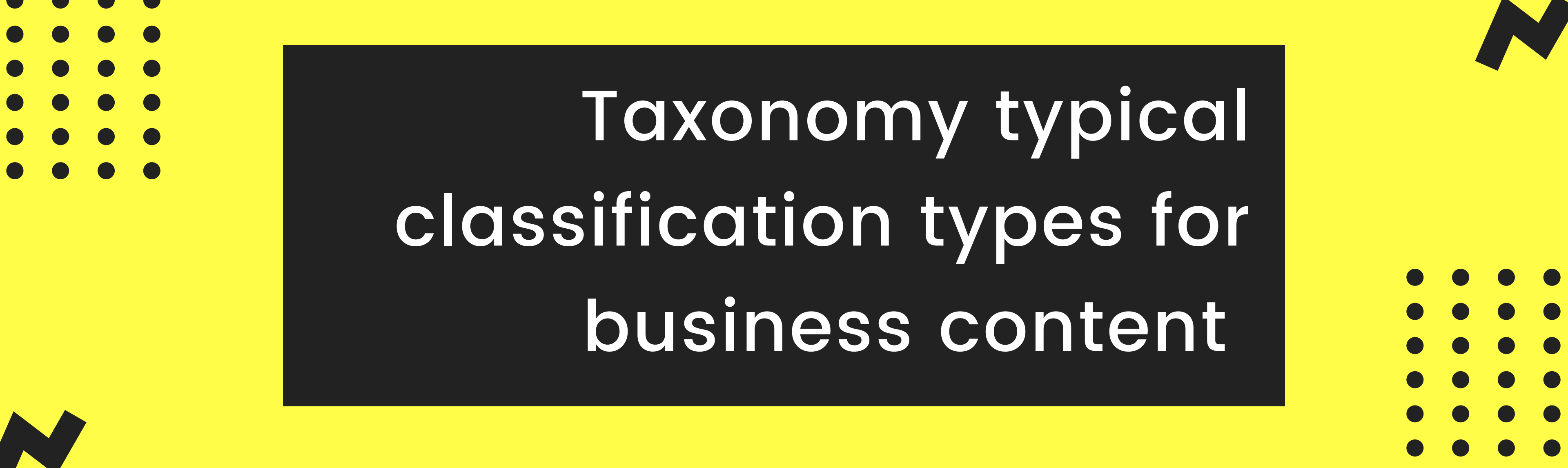
Taxonomy Classification in Organization

Hierarchical structure of classification levels and is based on the business activities;

The classification levels are the degrees of specificity, with a file classification scheme usually having three major components:

1. broad, encompassing categories, called **FUNCTIONS**
2. narrow subsets of each function, called **ACTIVITIES**
3. yet narrower and more specific subsets of activities, called **TRANSACTIONS**





Taxonomy typical classification types for business content

SUBJECT

based on the topic or subject terms, generally arranged in alphabetical order, such as vendor name; typically developed within a business unit.

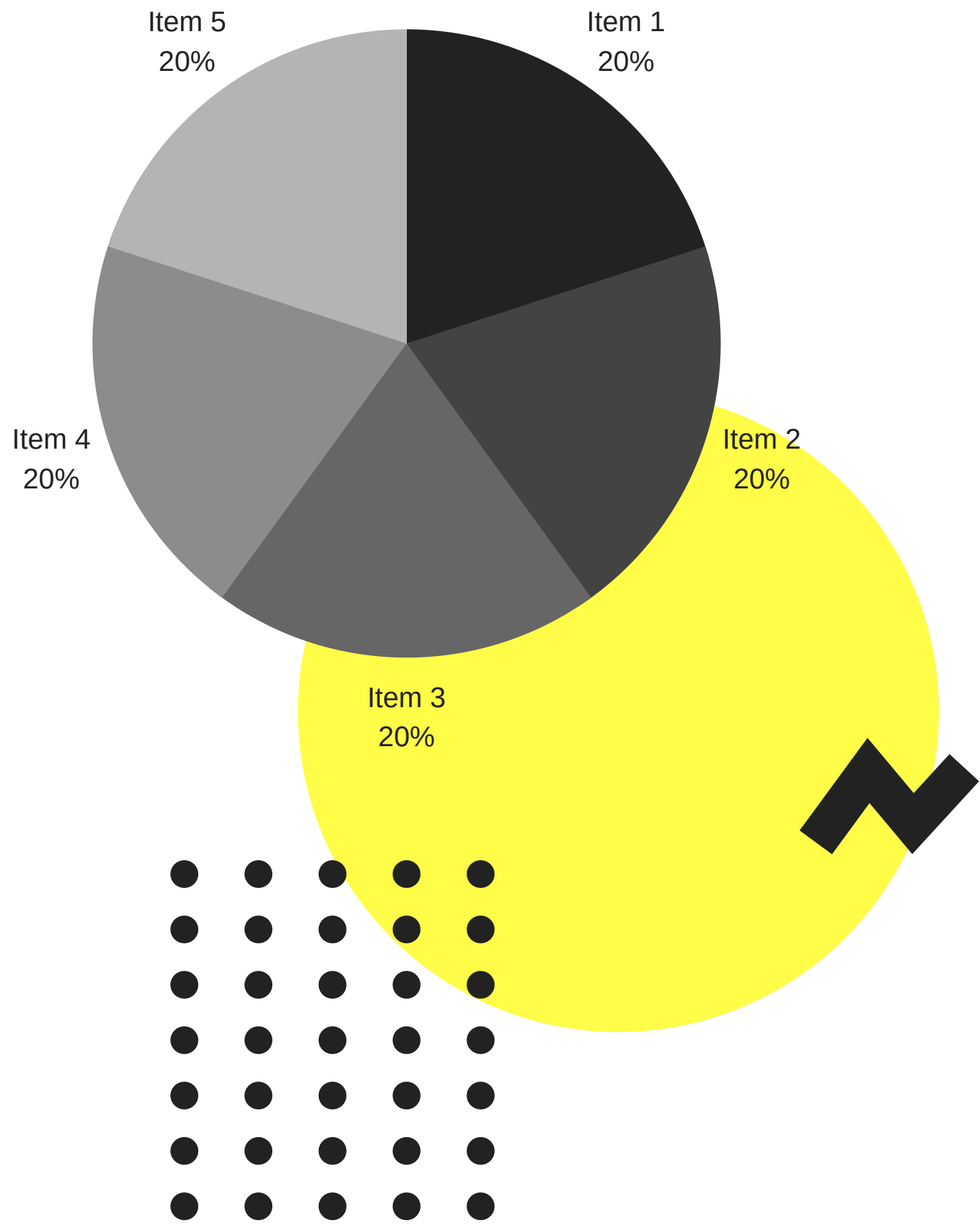
ORGANIZATIONAL

reflects the organizational structure, is familiar to users and often mimics the paper based filing structures.

FUNCTIONAL

based on the high level purpose or responsibility managed by the organization to fulfill its goals, the activities or major tasks performed to accomplish the functions and transactions or tasks to group and identify document and record types.

Taxonomy's Breakdown Structure



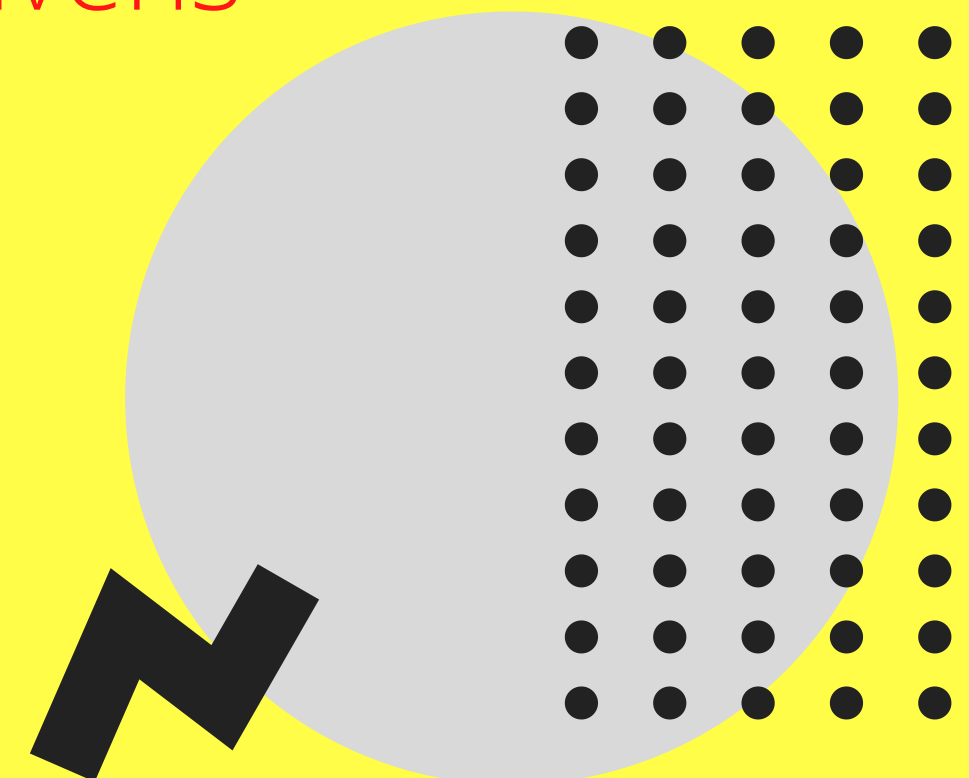
**DESCRIBE TWO (2)
CLASSIFICATION
BREAKDOWN:**

- 1. Differences
- 2. Similarities



Develop a taxonomy classification scheme

by using **SUBJECT
example givens



Market —●

Supermarket



Fish

Night Market

Chicken

Meat

Farmer's Market

Vegetables

or

Wet Stuff (Barang Basah)

Dry Stuff (Barang Kering)

Market



Supermarket



Fish

Chicken

Meat

Vegetables

Broad /
Functions

Night Market

Farmer's Market

Narrow /
Activities

or

Wet Stuff (Barang Basah)

Dry Stuff (Barang Kering)

Narrower /
Transactions

** Best practices for records and information governance and management recommend no more than **three (3)** levels below the top level functions

If MORE than 3 subsets

Market



Supermarket



Fish



Salmon Fish

Saba Fish

Fish Fillet

Night Market

Farmer's Market

Chicken



Drumstick

Meat

Wings

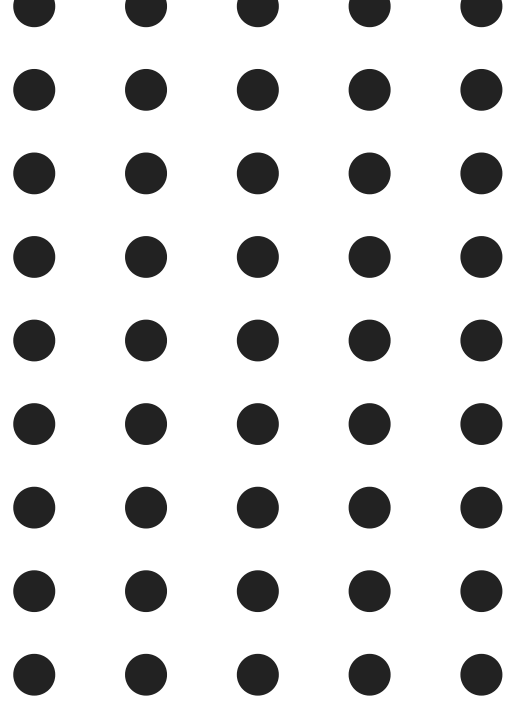
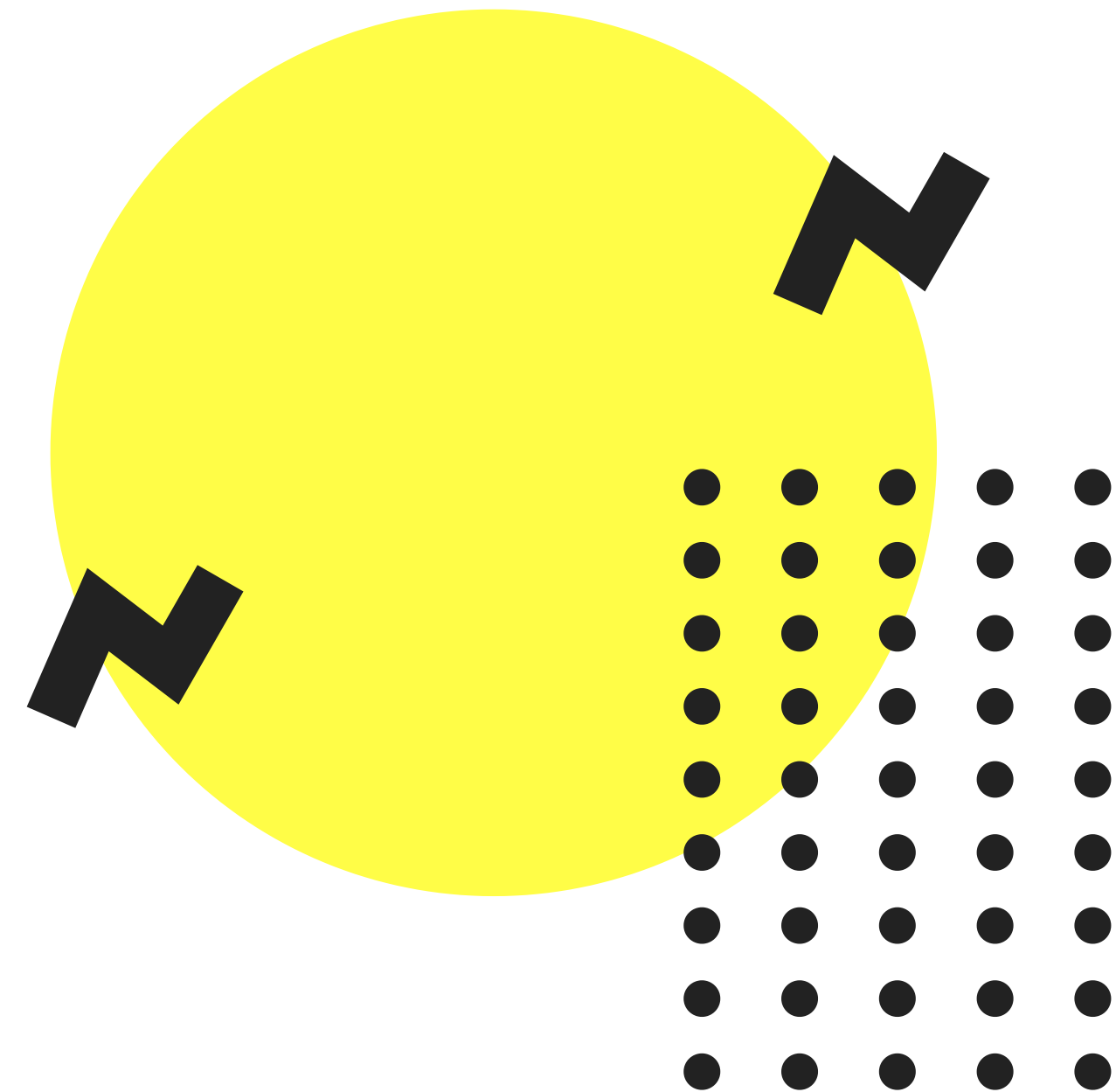
Half Cut Chicken

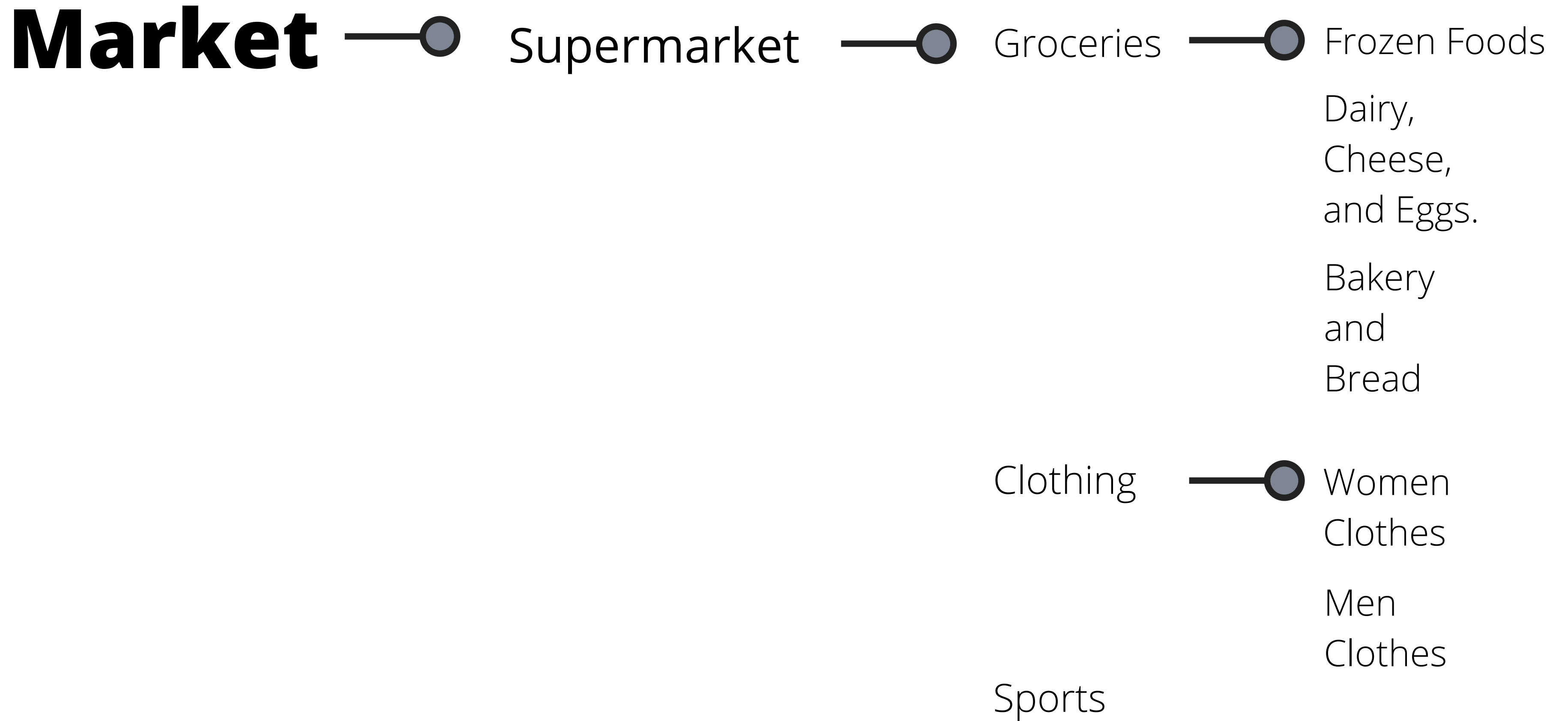
Vegetables

1. Taxonomy Describe Differences

Taxonomy classification allows users to see the difference breakdowns among each subjects or functions.

The differences describe as various subset under specific subject or function that may related to each other.



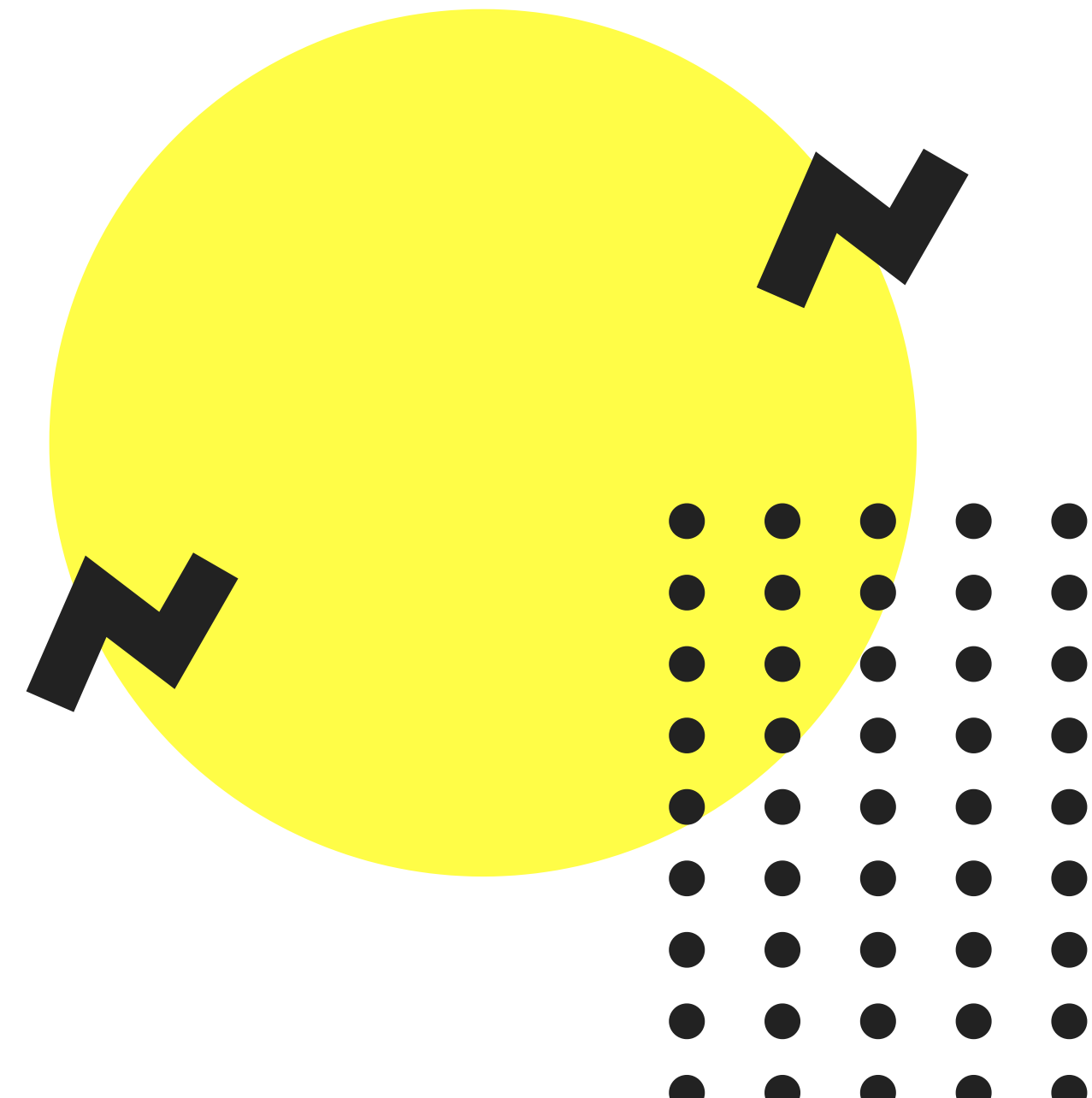


** It describes the **differences** subset for each transaction.

2. Taxonomy Describe Similarities

Taxonomy classification allows users to see the similarities breakdowns among each subjects or functions.

The similarities describe the subset under specific subject or function to have recognise similar transaction related to each other which may give clear understanding of each function to the users.



Market

Supermarket

Groceries 

Clothing

Bakery

Sports

Food Court

Night Market

Fish 

Chicken & Meat

Vegetables

Farmer's Market

Chicken & Meat

Fish 

Vegetables

Food

** It describes the **similarities** subset for each transaction.



Functional Classifications Schemes



1

Determine Your
Organization's
Business Needs

2

Determine the
Purpose of Your
Taxonomy

3

Identifying the
Right Taxonomy

Procurement Unit



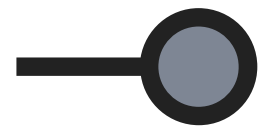
Sourcing



Supplier Management



Negotiate Contract



Purchasing



Purchase Requisition



Invoice Payment



Assets

Talent Management Unit



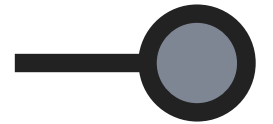
Sourcing



Recruitment



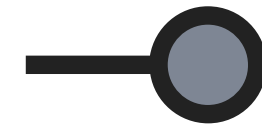
Performance Management



KPI



Compensation



Bonus



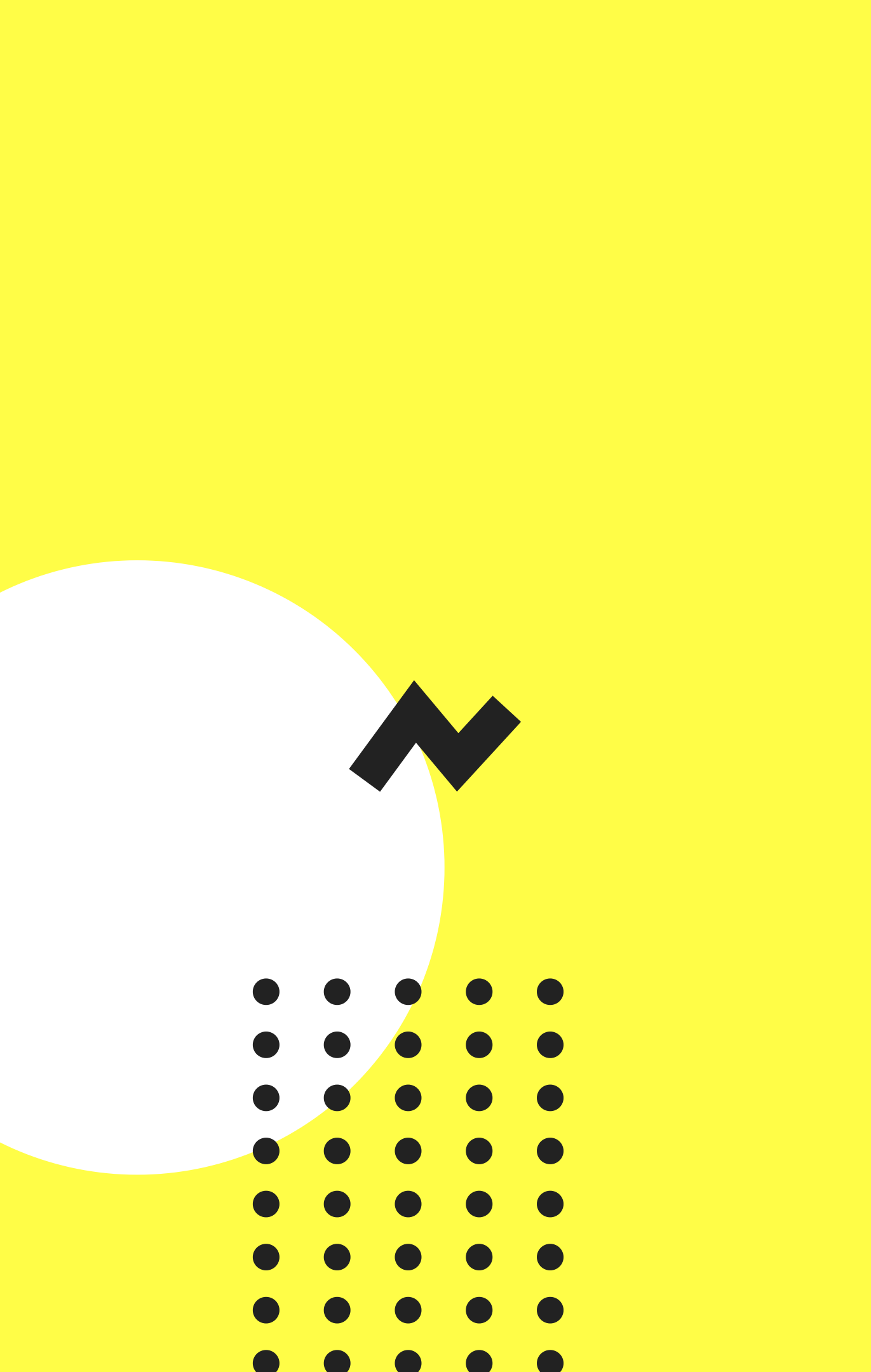
Benefit



Leadership
Development



Training



**Simplify your
file structure!**