## Background

Fluke exempt employees and managers rotate annually throughout the company and must retrain to understand the different processes, vocabularies, and tools used by different company functions and factories. This frequent training requires time and resources that can be mitigated by having common enterprise processes, information portal and vocabulary.
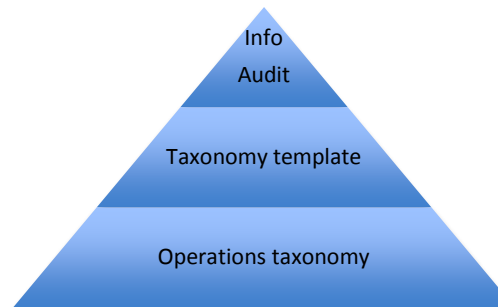
## Methodology

- Research background information
- Interview sponsor and SMEs
- Conduct brainstorming sessions
- Build taxonomy template
- Create taxonomy

## SharePoint Information Portal Integration



## Objectives

- Decrease training costs by driving enterprise commonality
- Decrease rotational employees training time
- Reduce the amount of non-standard SharePoint sites
- Increased use of common information and reporting tools
- Promote use of taxonomy to drive business governance

## Deliverables



Info Audit

Taxonomy template

Operations taxonomy

## Recommendations

- Deploy taxonomy template across enterprise
- Implement governance for SharePoint
- Build corporate glossary
- Develop and centralized training resources
- Build enterprise SharePoint architecture
- Establish document storage architecture
- Enable document configuration management
- Conduct Value Stream Mapping workshops
- Create affinity diagrams

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