

ics (20): continuity management (I)

- Continuity Management Answer the following Questions:
 - What Content is Available for a Given Problem?
 - Where is this Content Stored?
 - How can this Content be Accessed?
 - How long will the Procurement Process take?



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- Indexing of Content:
 - Automatic Indexing (Full Text Search):
 - Regarding of Upper Case and Lower Case
 - Stop Word List
 - Exactness
 - Use of Boolean Operators
 - Manuel Indexing:
 - Content Repository



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- Content Repository:
 - Encapsulation of Content
 - Problems already with “Atomic” Content
 - ⇒ Enrichment of Content by Additional Information
= Context = Meta Data
- Management of Context (Meta Data)



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- Catalogue of Criteria for Content:
 - Library Catalogues
 - Catalogue of Criteria according to DIN Standard 31 631 Part 1



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- Documentation Process for Mapping and Categorization of Content:
 - Analysis:
 - Formal Description
 - Indexing of Content
 - Catalogue of Criteria
 - Data Collection Scheme



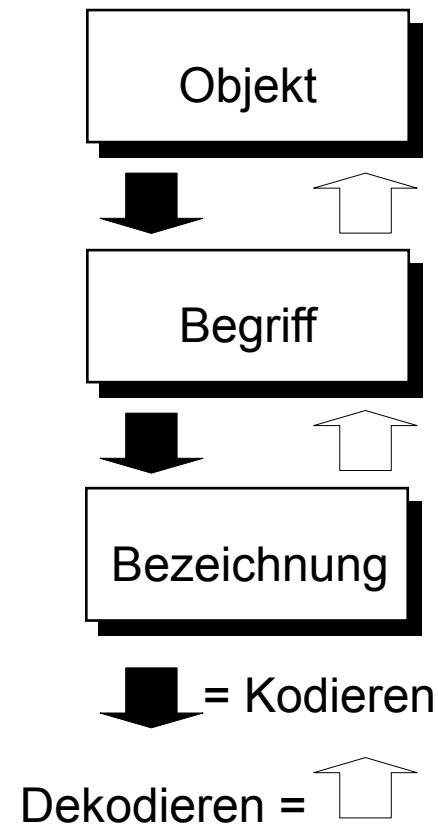
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- User Interface of Content Repository as the List of Content of Management Information Systems:
 - Navigation in the Management Information System
 - Central Management of Context Information
 - Accessing the Content
 - Standardization of Data Collection Schemes



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- Standardization of Categories:
 - Linguistic Control



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- **Methods of Linguistic Control:**
 - **Norm Language:**
 - Repository
 - **Documentation Language:**
 - Keyword System
 - Classification
 - Thesaurus



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- Semantic Standardization by Thesaurus:
 - Standardization of Content (Terminology)
 - No Standardization from a Structural Point of View
 - Expressing the Relationship between Term and Labeling
 - Expressing the Relationship between two Terms
 - Contrary: Word Processors

