

## Marc Stephenson

### Curriculum Vitae

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### Personal Profile

Marc Stephenson is Director of Technology and senior consultant for the Information Architecture consultancy Metataxis, a company he co-founded in 2002. Marc has worked in providing information systems via appropriate use of technology for over 20 years, in areas such as software development, new media and publishing.

### Skill Summary

#### SharePoint

Design, architecting, configuration and implementation using 2003, 2007 and 2010 versions. Content migration from non-SharePoint repositories to SharePoint. Building SharePoint demonstrators and prototypes. Requirements gathering using interview and workshops. SharePoint training and ongoing support/management. SharePoint governance and policies including for software development process and wider information management. Designing SharePoint look & feel, and all aspects of SharePoint configuration (XSLT, search, workflows etc.) using Central Administration and SharePoint Designer (2007 and 2010).

#### Consulting

Business analysis; technical architecture; information architecture; user requirements gathering.

#### Information Architecture

Information architecture; information, system and technical auditing; information interoperability; process and information flow analysis; XML and schema design; metadata design and development; data modelling; information policy/governance creation; taxonomy development.

#### System Design

Software architecture, design and development; object orientated design; graphical user interface design including wireframes and blueprints; interaction and process design; ergonomics; cognitive science and usability design.

#### Technical

Technical architecture; technical analysis; pre-sales support; technical research and development; demonstrator and prototype implementation; technical writing and presentations; extensive experience and knowledge of many systems, platforms and languages extending over 20 years.

#### Project and Programme Management

Project/Programme management; project/programme plan maintenance; management of green-field and existing systems; requirements gathering; business analysis; conducting feasibility studies and requirements evaluation; creation of functional and design specifications; tender writing and evaluation; system testing; creating and conducting training courses.

#### Managerial

Software development management; IT strategy formation; creation of IT department procedures and development environments; expectation management; user management; team motivation and building.

## Recent Projects

### Treasury related central government department

Requirements gathering, information architecture, configuration and building of a SharePoint 2010 ECM and workflow system. (2011 - present)

### Multi-National Drug Conglomerate

Requirements gathering, information architecture, configuration and building of a SharePoint 2010 DMS portal. (2010-present)

### UK Water Company

Training in the requirements for, and use of, ECM systems with particular reference to SharePoint's capabilities and weaknesses. Also conducting an information audit of the organisation and a resultant critique of proposed ECM plans.(2010)

### Multi-National Gas Exploration company

Development of a detailed metadata schema and taxonomy framework for a 20,000 user DMS. (2010)

### South Central Strategic Health Authority

Design, architecture and implementation of the organization's SharePoint 2010 portal, including intranet, document management, collaboration and BI portals. (2010)

### Chorley Borough Council

Enterprise information architecture consultancy, and design and implementation of the organization's SharePoint 2007 and SharePoint 2010 system. (2010)

### National Institute for Health and Clinical Excellence (NICE)

Development of an enterprise information architecture. In addition, consulting and designing electronic publishing information structures, processes and systems. Providing information architecture QA for several ongoing and new technical projects within the organization. (2010)

### Department for Energy and Climate Change (DECC)

Design and implementation of a departmental knowledge base for use by economists and scientists, using SharePoint 2007. The work involved detailed and iterative stakeholder engagement (workshops etc.), and development of an information architecture for the knowledge base. (2010)

### Metataxis

Design and development of a SharePoint 2010, intranet, extranet and document management system. (2010)

### Directgov

Information architecture and project management for Directgov's public facing web site. The design and testing methodology of the project was highly user-focused and employed modern agile methods. (2009 - 2010)

### Interactive Business Events

Delivery of SharePoint 2007 and SharePoint 2010 information management training. (2009, 2010)

### The Bank of England

System analysis and creation of a roadmap for the Bank's content management systems. The project involved requirements gathering from users and business owners; and detailed technical analysis of the capability gap between the current systems and possible alternative systems. (2009)

### The National Archives

System analysis and creation of an options paper for the possible rationalisation of a number of TNA systems/repositories. The project involved conducting user and business owner interviews, and detailed technical analysis and data modelling of the systems. The options paper described a summary of findings, in addition to a range of organisation and technical options for re-developing the TNA systems. (2009)

**NHS South of Tyne and Wear PCT**

Development of the information strategy for the South of Tyne PCT (newly amalgamated from three separate PCTs), particularly the information architecture and integration architecture aspects. Also analysis of the PCTs existing SharePoint deployment, so as to ensure that sound technical architecture and information management practices are being employed, including application of metadata and taxonomies. (2009)

**Elexon**

An information audit of the organisation's entire information environment. This involved extensive qualitative analysis (staff interviews) and quantitative analysis (file system listings). Deliverables were a report describing the information structures and practices found, and an information portal containing supporting metrics. (2009)

**Crown Prosecution Service (CPS)**

Information architecture consultancy for a SharePoint intranet. This included creation of a set of detailed guidance and requirement documents describing appropriate metadata schemas, classification and navigation taxonomies (fileplans), user interface recommendations, and the SharePoint technical pitfalls to avoid. The information architecture was informed by extensive conversations with business analysis and technical architects. A programme of regional user engagement was also undertaken. (2008 - 2009)

**NHS Information Centre**

A set of recommendations on how best to implement traditional fileplans and metadata schemas using SharePoint. (2009)

**Confederation of British Industries (CBI)**

Ongoing enterprise information architecture consultancy for an extensive programme of intranet, extranet and intranet development using Microsoft Office SharePoint. Construction of a detailed fileplan via a series of user interviews and technical analysis. Development of a set of metadata schemas to support the deployment. Staff training, information management support and floor-walking for the new system. Creation of a detailed set of processes and scripts to enable document and metadata migration. Creation and delivery of portal demonstrators and numerous presentations to help user understanding. (2007 - 2009)

**Halifax Bank of Scotland Treasury Services**

Information Architecture training for a Microsoft Office SharePoint (MOSS) 2007 intranet development. (2007)

**United Utilities North West**

Information architecture and information management consultancy for the organisation's publication repositories, including evaluation of SharePoint as a suitable system. Deliverables included a range of documents outlining recommendations to achieve a number of business goals in an information management sympathetic manner. (2007)

**London Borough of Hackney**

Creation of a technical architecture and set of data models for the borough's Information Strategy (2004), and an enterprise information management architecture (2005). Interim Integration Manager responsible for developing the borough's integration architecture, including relevant technology approaches (2006). Interim Software Development Manager responsible for managing small team of developers and a set of SQL Server-based applications. (2005)

**BECTA (British Educational Communications and Technology Agency)**

Information architecture consultancy for the development of a vocabulary management system. User requirements gathering and user documentation also. (2004 – 2005)

**British Computer Society**

Technical recommendations for published assets, digital and print, to pave the way for more efficient processes and greater exploitation of the content. (2004)

**KYP Holdings Limited**

Analysis and investigation of the prospective information management system technical environment. (2004)

### **TSO Limited**

Specifying, designing and administering TSO's digital identifier portal and associated identifier and metadata services. (2003-2004)

### **Organisation for Economic Co-operation and Development (OECD)**

Advising on information granularity and digital identifier systems with regard to their online book store and supporting back-office systems. (2003)

### **House of Lords**

Project and technical support for The House of Lords Index, including advice on workflow, information architecture and XML schema design. (2003)

## **Employment History**

### **2002 - Present: Metataxis Limited – Senior Consultant and Director of Technology**

Founder member of the Information Architecture Consultancy Metataxis Limited. Proving information management technology consultancy for public sector and commercial organisations. Specific focus being on information interoperability, distributed content architectures and the technical manifestation of information architectures and information management. See above Recent Projects above for more detail.

### **2002 – 2004: TSO Limited – Information Architect**

Information architecture consultancy for TSO's external clients and internal projects. Also specifying, designing and technical management of TSO's digital identifier portal and metadata services.

- Project management support/senior user on information architecture based projects.
- Attendance of international working groups and conferences on digital identifiers.
- Technical research and analysis, and subsequent internal dissemination of information management concepts.
- Liaison with many UK and international commercial, academic and governmental organizations.
- Creation of demonstrators and prototypes for identifier systems.
- Pre-sales technical support.
- Tender creation support.
- XML schema design.
- Technical metadata development.
- Creation of Requirement and Functional specifications.

### **2000 – 2002: Multimap.com – Software Development Manager**

Managing a team of 10 staff consisting of web developers and other technical personnel. The team's function being to maintain and enhance the public web site and to develop fee paying services.

- Creation of development processes to ensure timely and quality delivery of services.
- Project monitoring and scheduling.
- Creation and management of time reporting mechanisms.
- Chairing project and team meetings.
- Assignment and balancing of resources to maximize efficiency.
- Staff recruitment, development, team building and all other areas of person-management.
- Liaison with support staff to ensure service delivery.
- Discussing customer requirements with sales staff to enable appropriate development.
- Creation and management of application support systems, including incident tracking and reporting.
- Instigation and maintenance of development and company procedures.
- Production of management reports.

### **1998 – 2000: Macmillan Publishers – Software Development Manager**

Managing a department of 10 staff consisting of developers, business analysts and application support staff. The department's function was to design, implement and maintain a family of in house information systems supporting core and administrative business processes.

- Forming a department from a group of mainly contract staff, with little organisational or procedural infrastructure.
- Control and monitoring of a departmental budget.
- Communication with the company's divisional clients and senior management via informal/formal presentations.
- Extensive liaison with many parts of the business, to determine business and IT needs.
- Collaboration with IT functions within the company, to produce minimally overlapping systems and repositories.
- Chairing programme/project, management and team meetings.
- Working directly as a project manager working and as a mentor to other project managers.
- User and expectation management.
- Staff selection, development and team building.
- Creation and management of application support systems.
- Assignment and balancing of resources.
- Ensuring data and source code security and integrity.
- Instigation and maintenance of procedures and documentation including use of a company Intranet.
- Contributing to overall IT strategy.
- Steering the department's technical direction and philosophy.

**1996 – 1998: Scientia Ltd – Team Leader/Developer/Project Manager**

Managing a team of software engineers, and undertaking software development/project management. Software developed was a PC based automated academic timetabling system and an intelligent agent system, both written in an Object Oriented extension of LISP.

Managerial duties: Attending project and team meetings; providing scheduling estimates; Creation and maintenance of bug tracking systems; Administration of version control systems; Internal and external presentations; Participating and presenting at user group meetings.

Development duties: Analysis, design, implementation and unit testing of an Automated Software Agent sub-system; Design and implementation of a scripting language; Design, implementation and unit testing of a rule-based Academic Award Management System; Documentation of all the above; Feasibility analysis of new technologies; Creation of prototypes and demonstration software.

**1994 – 1996: Chadwyck-Healey Ltd - Team Leader/Developer**

Managing of a team software engineers and undertaking software development of PC CD-ROM based electronic publishing applications using Visual C++.

Managerial duties: Conducting staff appraisals; Attending departmental and project meetings; providing scheduling estimates; Administration of bug tracking databases. Administration of a version control system; Conducting code reviews; Instigation and maintenance of procedures and documentation; Extensive liaison with non-technical departments and managers, including foreign subsidiaries.

Development duties: Analysis, design and implementation of GUI and data access applications to CD full text and bibliographic databases; writing text pre-processing tools running in a UNIX environment; performing data processing; Design and implementation of PC installation scripts.

**1992 – 1993: LaserScan Ltd - Applications Consultant**

Developing a Unix based GIS and Image Processing system using LaserScan's proprietary object-based language and the X-Windows (Motif) GUI. Duties included writing Functional and Design Specifications; Implementation of Image processing software with particular emphasis on user interface design. Work carried out to IS9000 standards.

**1989 – 1992: Ramtek Ltd - Software Engineer**

Developing a UNIX based Image Processing System written in C and using the X-Windows toolkit.

Design, implementation and testing of the above; Maintenance of an Image Processing library; Design and implementation of an application definition language; Creation of a parallel Multi-processing harness; Liaison with USA parent company including trips to Silicon Valley; Programmer and user documentation.

**1989: Novo Biolabs - Systems Programmer**

Providing support and development for a number of PC's and a mini-computer system; Installation and technical support of software; Administration of hardware support and hardware installations; Maintenance programming of a VAX based ERP system.

**1987 – 1989: Westminster University - Research Fellow**

Working in an academic and industrial consortium, investigating parallel computer architectures;

Duties included research, design and implementation of UNIX visualisation tool to a parallel software architecture simulator; UNIX system administration; Attending and presenting software at exhibitions and conferences.

**1985 – 1986: Wellcome Foundation – Information Assistant**

Industrial placement component of BSc. Programming and administration of an in-house Management Information System; producing reports using the relational database Info; Maintenance and administration of a computing time costing system.

**Qualifications**

**1994:** MSc Human-Computer Systems - De Montfort University

**1987:** BSc Computer Science (Hons.) - Staffordshire University

**Technical Experience**

**SharePoint**

SharePoint configuration and administration (2003, 2007, 2010) using the configuration interface and Central Administration application. SharePoint Designer (2007 and 2010). Customizing web parts using XSLT. Site architecture and site design. Excel services. CSS theme design. Advanced list design.

**General Applications**

Microsoft Office (2003, 2007, 2010) including Word, Excel, InfoPath, Access, Visio, Project; Paint Shop, Altova XMLSpy, Altova MapForce, Altova StyleVision, Eclipse IDE, JBoss, plus many others.

**Programming Languages**

PHP, C++, Java, VB(A), (D)HTML, XML/XML Schema, XSLT, XSL-FO, JavaScript, VBScript, MySQL, C, Perl, Shell Scripting, X-Windows, Pascal, TeX and LaTeX, LISP (CLOS), Eiffel, Acorn BASIC, VAX BASIC, Occam, APL, plus many others.

**Platforms**

PC's (Windows Vista, XP, NT, 2000, 95 and 3.1), UNIX (Sun, VAX, Hewlett Packard, Linux), Archimedes (RiscOs), IBM 3070, GEC, ICL2966, VAX (VMS).

**Methodologies**

DSDM, RAD/JAD, Prince II, SSADM, XP, Object Oriented Design, Prototyping, Wire framing, Data modelling, Process mapping, UML.