

Marc Stephenson

Curriculum Vitae

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Personal Profile

Marc Stephenson has been a SharePoint consultant and information architect for over 15 years. Over this time, he has been involved with over 40 different SharePoint implementations for SharePoint 2003, SharePoint 2007, SharePoint 2010, SharePoint 2013 and SharePoint 2016 (SharePoint Online).

Marc has architected, designed, implemented and configured many SharePoint systems, ranging from entire intranets and portals, to full EDRMS implementations.

Marc has also been a SharePoint trainer for over 10 years. Marc recognises the need to design SharePoint solutions that deliver maximum benefit at minimal cost, by focussing on the business, users and crucially the information requirements, over unnecessary technology and functionality.

Skills Summary

SharePoint

Experience of all stages of SharePoint implementation: requirements gathering, running workshops, developing complete business solutions, architecting, configuration and implementation using 2003, 2007, 2010, 2013, 2016 (Office 365/SharePoint Online) versions. Content migration from non-SharePoint/SharePoint repositories to SharePoint. Building SharePoint prototypes. Creating and running SharePoint training courses. On-going support/management of SharePoint implementations. SharePoint governance and policies including for software development process and wider information management. Designing SharePoint look & feel, and all aspects of SharePoint configuration using Central Administration and SharePoint Designer. Site architecture and site design. Page and template design. PowerShell scripting. InfoPath development. Workflow development.

Project and Programme Management

Project/Programme management; green-field and legacy system management; feasibility studies and requirements evaluation; creation of functional and design specifications; proposal management; testing management.

Managerial

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

Information Architecture

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

Consulting

Information management; requirements gathering; business analysis; technical architecture; Extensive experience in central and local government, commercial and third sector organisations.

System Design

Software architecture, design and development; object orientated design; graphical user interface design using wireframes and blueprints; interaction and process design; ergonomics; usability design; user-centred design.

Technical

Technical architecture; technical research and evaluation; pre-sales support; prototype implementation; technical writing and presentations; extensive experience many systems, platforms and languages spanning over 20 years.

Selected Recent Projects

Department for Education

Business analysis, information architecture, configuration, and content migration for the DfE's intranet, records and document management system being implemented in SharePoint Online, from legacy SharePoint 2007 and SharePoint 2010 systems. (2015 - 2017).

Multinational Energy Company

Business analysis, information architecture, configuration, migration and training for an electronic records and document management planned to be implemented in SharePoint. Requirements gathering via stakeholder workshops, interviews, and user research. (2014 - 2015).

National Audit Office

Technical analysis, business analysis, and information management strategy for a document management, records management and a collaboration system to be implemented in SharePoint 2010/2013. Requirements gathering via stakeholder workshops, interviews, and user research. Analysis of SharePoint suitability and exploration of related costs/issues. Development of an enterprise information architecture. (2011 – 2013).

UK University

Requirements gathering, analysis, Information architecture, wire-framing, and SharePoint technical advice of the organisation's intranet portal implemented in SharePoint 2010. Also, development of the site architecture, navigation mechanisms, findability approach, page layouts, look and feel and usability design. (2012).

Multinational Pharmaceutical Company

High level design and system evaluation for an electronic records and document management planned to be implemented in SharePoint 2013. Analysis of SharePoint suitability and exploration of related costs/issues. (2013).

Multinational Energy Company

Business analysis and system evaluation for an electronic records and document management planned to be implemented in SharePoint 2010. Requirements gathering via stakeholder workshops, interviews, and user research. Analysis of SharePoint suitability and exploration of related costs/issues. (2012).

World Leading UK University

Project management, information architecture, and design and implementation of the organization's SharePoint 2010 document and records management system. (2012 – 2013).

IIED (International Institute for Environmental Development)

Project management, analysis, Information architecture, and full implementation of the organisation's portal (intranet, document management and a collaboration system) implemented in SharePoint 2010. Site architecture, navigation, layouts, look and feel and usability design. (2011 – 2013).

Islington Public Health

Analysis, Information architecture, design and prototyping of a public health external portal implemented in SharePoint 2010. Site architecture, taxonomy development, navigation, layouts, look and feel and usability design. Documentation of information architecture and description of the required governance of the portal. (2012).

Mitsubishi Securities PLC

Information architecture for an intranet, document management and a collaboration system to be implemented in SharePoint 2010. Requirements gathering via stakeholder workshops, interviews, online questionnaires and user research. Site architecture, navigation, wireframe and usability design. Page design and interface components to define site templates. Iterative design of the information architecture. Documentation of information architecture and description of the required ongoing governance of the proposed system. (2011).

Cancer Research UK

Information and system audit of key information management systems, including emphasis on SharePoint. Recommendations on future information management roadmap, detailing technical and organisational activities to increase information management effectiveness. (2011).

Central Government Department (Ireland)

Information architecture and implementation for a document management, workflow and a collaboration system to be implemented in SharePoint. Requirements gathering via stakeholder workshops, interviews and user research. Site architecture, navigation, wireframe and usability design. Page design and interface components to define site templates. SharePoint workflow development. Configuration of entire platform from web application level down. (2011).

Asian Government

Development of a records keeping metadata standard for the Hong Kong government. Development of the XML specification that formally described the standard to support the prose version of the standard. The standard was very complex and comprehensive, and was developed using XML Schema. XSLT transformations were also written to produce human readable outputs of the XML standard. (2011).

Yorkshire Water

Training and consulting in the requirements for, and use of, ECM systems with particular reference to SharePoint's capabilities and weaknesses. Conducting an information audit of the organisation's systems and information collections and resultant impact on proposed ECM plans. (2010 – 2011).

South Central Strategic Health Authority

Requirements gathering, information architecture, user experience design, and implementation of the organization's SharePoint 2010 portal, including intranet, document management, collaboration and BI portals. (2010).

National Institute for Health and Clinical Excellence (NICE)

Development of an information architecture for new publishing products. 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 and interviews), and development of an information architecture and visual design for the knowledge base. (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 several 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).

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).

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 and metadata via a series of user interviews and technical analysis. 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)

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 technology aspects (2006). Interim Software Development Manager responsible for managing small team of developers and a set of SQL Server-based applications. (2005 – 2007)

Other projects for: Halifax Bank of Scotland, Chorley Borough Council, House of Lords, TFL and TubeLines, various City law firms.

Employment History

May 2004 - Present: Metataxis Limited – Principle Consultant and Director of Technology

Director of the information architecture consultancy Metataxis. Proving information management and technology consultancy for the public sector, third sector and commercial organisations. Specific focus being on the application of technology to information architecture and information management. See above recent projects below for detail.

February 2002 – April 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.
- 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.
- Pre-sales and tender technical support.
- Technical metadata development and XML schema design.
- Creation of Requirement and Functional specifications.

August 2000 – July 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.

- Instigation and maintenance of development and company procedures.
- Programme/project monitoring and scheduling.
- Creation and management of time reporting mechanisms.
- 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.

March 1998 – July 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.
- Programme/project management and working 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.
- Steering the department's technical direction and philosophy, and contributing to overall IT strategy.

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

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

April 1992 – August 1993: LaserScan Ltd - Applications Consultant

December 1989 – March 1992: Ramtek Ltd - Software Engineer

May 1989 – November 1989: Novo Biolabs - Systems Programmer

November 1987 – April 1989: Westminster University - Research Fellow
September 1985 – August 1986: Wellcome Foundation – Information Assistant

Technical Experience

General Applications

Microsoft Office including Word, Excel, InfoPath, Access, Visio, Project; Drawing and graphics tools, XML tools, Wire-framing tools, Process design tools, plus many others.

Programming Languages

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

Platforms

PC's, UNIX (Sun, Hewlett Packard, Linux), Archimedes (RiscOs), IBM 3070, GEC, ICL2966, VAX (VMS), plus many others.

Methodologies

Agile methodologies, user-centred design, DSDM, RAD/JAD, Prince II, SSADM, XP, UML.

Qualifications

1987: BSc Computer Science (Hons.)

1994: MSc Human-Computer Systems (Cognitive Science).