

# Writing Business Definitions - the Intralign® Structured Approach

Build a gold standard glossary through excellence in  
business term definition writing

Investing in the quality of the definitions in your glossary is one of the cornerstones of solid information management. Our experience shows that poorly written definitions have a significant impact on IT project success, and cause unreliable reporting, spiralling tech costs, and regulatory, financial and reputational risk.

## Clear Definitions Support Good Decisions

Most glossaries we've reviewed contain definitions that create these issues. Staff simply don't have the skills or understanding to do better. Solid training in the foundations of good definition writing builds the capability for staff to cut through the ambiguity and deliver quality definitions that will lead to quality information.

A well written glossary can also deliver a measurable ROI on project delivery, as well as greater reliability in your organisational reporting.



The Intralign Structured Approach allows for greater control over quality, greater accuracy, less ambiguity and a streamlined validation approach, which saves you time and effort. We include components such as grammar requirements, structure and rules applied in various circumstances and the common pitfalls experienced when defining certain core terms.

## Using Language to Strengthen your Information Community

The Intralign approach recognises that reliable information requires businesses to foster an information quality culture. Language is the foundation of any culture. Our approach to the development of a common language establishes an engaged information community, creating a network across your organisation that shares their knowledge and expertise to ensure your glossary, and the information it enables, can be relied upon now and in the future.

Give your business what it needs to succeed with the Writing Business Definitions – The Intralign Structured Approach.



## Course details

Course Name: Writing Business Definitions – the Intralign® Structured Approach  
Course attendance: 18 hours  
Course Duration: 9 weeks

### Weeks 1-3: Writing Structured Definitions – Foundations

Provides a comprehensive understanding of the foundations necessary to write a structured business definition and will include:

- a. language foundations – grammar
- b. the parts of a structured definition
- c. an introduction to the definition standard
  - benefits of a structured definition
  - business rule structures
- d. analysis required for structured definitions
  - researching and gathering existing definitions
  - analysing and deconstructing existing definitions
  - identifying related business terms
  - clarifying ambiguity
- e. rules for writing a structured definition
  - naming standards and capitalisation
  - applying the structured techniques

#### Class Requirements

Attendance at classes, with camera on, is a requirement of this course.

<b>Delivery:</b>	Online, three x 2-hr live classes, instructor led
<b>Schedule:</b>	1 class per week, starting Tuesday October 11th, 2022
<b>Attendance:</b>	6 hours
<b>Duration:</b>	3 weeks
<b>Materials:</b>	Class material & writing templates provided
<b>Assessments:</b>	In-class activities and completed templates



## Weeks 4-9: Writing Structured Definitions – Studios

Provides in-depth practical application of the foundations acquired in weeks 1-3. Participants must complete the Writing Structured Definitions – Foundations classes prior to attending studios. Participants will be actively engaged in applying the structured techniques and the definition standard to business terms. Studios will cover:

- a. naming standards and abbreviation management
- b. identifying business terms within compound terms
- c. practical application of definition standard
  - syntax of each business rule
  - classification, consequential and functional rules
  - characteristic and compositional rules
  - formula and conditional rules
  - financial and regulatory rules
  - other rule types
- d. group collaboration and guidance in business definition writing

### Studio Requirements:

Each participant will be required to submit completed assignments prior to each studio.

Attendance at classes, with camera on, is a requirement of this course.

<b>Delivery:</b>	Online, six x 2-hr live classes, instructor led
<b>Schedule:</b>	1 studio per week, starting Tuesday November 1st, 2022
<b>Attendance:</b>	12 hours
<b>Coursework:</b>	~12 hours
<b>Duration:</b>	6 weeks
<b>Materials:</b>	Writing templates
<b>Assessments:</b>	Submissions of structured definition homework, completed templates, assignments on structured definition writing

## Pricing Information

Full Course Price:	\$1,265	Discount Price:	\$935
Foundations Classes Only:	\$ 429	Discount pricing available for professional association members.	
All prices are GST inclusive.		Contact us for more information.	

Contact [info@intraversed.com.au](mailto:info@intraversed.com.au) for more information

intraversed