

# 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: 12 weeks \*

### Weeks 1-2: 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 structure definition
  - naming standards and capitalisation
  - applying the structured techniques

**Delivery:** Online, four 2-hr classes, instructor led  
**Schedule:** 2 classes per week – Tue/Thu\*  
**Attendance:** 8 hours  
**Duration:** 2 weeks  
**Materials:** Class material & writing templates provided  
**Assessments:** Demonstrated grammar proficiency and completed templates



## Weeks 3-12: Writing Structured Definitions – Studios

Provides in-depth practical application of the foundations acquired in weeks 1-2. 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 business terms along with suggested definitions prior to the studios to provide relevant practice and immediate value to their organisation.

<b>Delivery:</b>	Online, five 2-hr classes, instructor led
<b>Schedule:</b>	1 studio fortnightly – Wed*
<b>Attendance:</b>	10 hours
<b>Coursework:</b>	~10 hours
<b>Duration:</b>	10 weeks
<b>Materials:</b>	Writing Templates
<b>Assessments:</b>	Submissions of structured definition pre-work, completed templates, assignments on structured definition writing

**Note:** \* Some flexibility to the course schedule can be arranged for organisations that wish to arrange for corporate group attendance. Changes to the schedule may impact the duration of the course and are subject to instructor availability. The listed schedule has been determined to be the optimal learning pace for corporate employees.

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

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