

Tim Wayne

Profile	Tim Wayne has over fifteen years experience as an information management consultant. He holds a Masters degree in Library and Information Science and a Bachelors degree in History and Cultural Studies. Mr. Wayne is a senior partner and co-owner of XIST Inc.
Objective	<p>My professional goal has been and remains to make information more accessible to people that need it when they need it in a form they can use. I have worked as an information management consultant for the past 13 years. At the core of successful information management work is critical thinking, excellent communication skills and a sincere interest in the production and use of good quality content.</p> <p>I am biased towards standards driven solutions including open source software, transparent business processes and using community and expert sourced content. I believe that there are superior outcomes when communities have a legitimate stake in and ownership of their own narratives.</p> <p>As an information management professional I take pride in creating web sites and other information management tools that allow experts and non-specialists a means to gather, store and disseminate data and information.</p>
Work Experience	Project Manager/Senior Information Manager , January 1996 – present Provides strategic planning and information management consulting for various clients of XIST Inc.:
	§ Information Architect/Analyst , January 2002 – present <ul style="list-style-type: none">• Document conversion of files into Government of Canada's CLF 2 / HTML 5 compliant format• Website content review and content management planning• XIST internal SharePoint (Microsoft Office SharePoint Server) intranet project management site development and implementation• Library and Archives Canada Web 2.0 facilitated discussions and report development• Competition Bureau intranet site user needs analysis and information

architecture development

- International Development Research Canada information management information management user needs assessment
- Qikiqtani Inuit Truth Commission collaborative work environment SharePoint (WSS) Development and implementation
- Heritage Conservation Directorate's (HCD) Technical Documents centre strategic planning and user needs analysis
- Engineers Canada information management strategic planning
- National Judicial Institute (NJI) information management strategic planning
- Created an Internet strategy for Canadian Institutes of Health Research. Facilitated information gathering sessions for Internet stakeholders and created and analyzed an online survey for Internet users.
- Edited and enhanced a still image metadata element set and taxonomy for Archimedia Consulting
- Reviewed Indian Residential Schools Resolution Canada (Policy and Strategic Planning) existing information management practices. Interviewed stakeholders and created and presented a report outlining best practices and prioritized recommendations.
- Develop a high level functions-based taxonomy for Industry Canada compatible with the Library and Archives Canada (LAC) Business Activity Structure Classification System (BASCS).
- Coordinated Metadata analysis and evaluation for Government of Canada websites including the Human Resources Management Cluster, Immigration and Refugee Board, and the Canadian Heritage Information Network.
 - Evaluation of metadata included: evaluation of metadata element set, evaluation of current metadata values, testing and feedback on the organization's metadata workflow and providing examples of high quality metadata.
- Developed methodology to create electronic information inventory including subject and audience taxonomies for Federal Government departments (Fisheries and Oceans, Citizenship and Immigration).
- Managed team of Information Managers to categorize and evaluate web based information.
- Provided analysis of departmental web presences.

§ **Project Manager**, October 2001 – present

- Provides in-house project management skills and electronic information management.

§ **Project Manager**, Client: National Library of Canada's (NLC) Digital Library Task Force (DLTF), October 2000- October 2001

- Provided operational oversight to DLTF digital library projects involving internal and external partners, as well as writers, translators, web developers, graphic designers, promotions coordinators, and programmers;
- Responsible for full life-cycle planning for future projects, the mainstreaming of current and completed projects in NLC activities and work processes, and promotion of the Digital Library of Canada projects; and,
- Provided a liaison with internal and external stakeholders as appropriate to the project, including content providers, partners, and project staff resources.

§ **Team Leader/Project Manager**, Client: Industry Canada's *Strategis* Shop Floor-Interface Team, January 1996- September 2000

- Managed *Strategis* website interface;
- Coordinated two major site redesigns; and,
- Managed team of HTML coders, graphic designers and information managers responsible for maintaining website accessibility and usability.

§ **Meta Data Developer**, Client: International Development Research Centre (IDRC), July 2000-September 2000

- Worked with internal stakeholders to develop a meta data element set
- Wrote ***IDRC Meta Data User's Guide***
- Researched development information meta data implementations worldwide

§ **Meta Data Developer**, Client: Canadian Centre for Management Development (CCMD), February 2000- March 2000

- Advised web development team on web publishing workflow and use of meta data
- Wrote ***CCMD Meta Data User's Guide***

Information Technology Consultant/Trainer, Community AIDS Treatment Information Exchange (CATIE), September 1995- January 1996

§ Trained staff on use of Internet tools
§ Supported CATIE's database development activities

Education	<p>Master of Library and Information Science, University of Western Ontario (1995)</p> <p>Bachelor of Arts (Honours), History and Cultural Studies, Trent University (1991)</p>
Technical Skills	<p>Operating Systems</p> <ul style="list-style-type: none"> § Windows (Vista, XP, NT, 95, 98) § Macintosh § Basic Linux <p>Internet Technologies</p> <ul style="list-style-type: none"> § Cascading Style Sheets § HTML 4.01 / HTML 5 § XHTML § Dublin Core Meta Data § RSS and ATOM § Web Accessibility Initiative Standards § Various XML implementations § Microsoft SharePoint § Content Management Systems including: <ul style="list-style-type: none"> ○ Drupal 6.x ○ Wikis (Mediawiki, PHPWiki, etc...) ○ Various online image galleries ○ Movable Type ○ Wordpress ○ Dspace
	<p>Other Technical Skills</p> <ul style="list-style-type: none"> § MS Office 2003 § MS Office 2007 § Windows Movie Maker § MS Server 2003 (administration) § Photoshop / GIMP

	§ MS Access 2003/2007
Government Experience	Tim Wayne has an understanding of government information management and information technology. He has more than 11 years experience working with public sector clients. Contracts with government departments have given him experience with the <i>Official Languages Act</i> , Federal Identity Program and Internet Common Look and Feel policies, among others.
Presentations/ Seminars	<p><i>Librarianship: Out of the Box, Canadian Association of Special Libraries and Information Services</i>, 1997</p> <p><i>Introduction to Electronic Publishing for Strategis/Lotus Notes, Industry Sectors Branch, Industry Canada</i>, 1997, 1998, 1999</p> <p><i>Web Interface Standards, Shopfloor Development Team</i>, 2000</p> <p><i>Web Accessibility for Strategis</i>, Strategis Management Committee, 1998</p> <p><i>Treasury Board's Common Look and Feel, Strategis Content Providers Committee</i>, 2000</p> <p><i>Strategis' Web Interface Standards, Strategis Content Providers Committee</i>, 2000</p>
Committees	<p>§ Community AIDS Treatment Information Exchange, Information Technology Committee, 1997-1998</p> <p>§ Dublin Core -Education Working Group, 2000</p> <p>§ Glebe Parents Daycare Board of Directors, 2003-2004</p> <p>§ Glebe Parents Daycare Finance Committee, 2004</p> <p>§ Mutchmor Public School Council, 2011-2012</p>
Security	Government of Canada Top Secret Clearance
References	Available on request

Selected Projects

Canadian Forces Grievance Board	CLF 2.0 Planning and Conversion	July 2011- Dec 2011
	<ul style="list-style-type: none"> · Evaluate the current website against Treasury Board standards for internet Common Look and Feel · Develop a project plan to convert the entire website into a compliant CLF 2.0 site, including meeting accessibility requirements. · Use TBS WET templates a basis for site templates. · Edit, convert and validate the website with HTML 5 validation. <p>XIST Resources: Terry Kuny, Tim Wayne</p>	

Canadian Institutes of Health Research	Internet Web Content Review	November 2010 – April 2011
	<ul style="list-style-type: none"> · Lead content evaluation project across multiple departments within CIHR · Evaluate set evaluation criteria · Develop content evaluation training sessions · Track content evaluation against set departmental goals for content disposition 	

Bytown Museum	Bytown at Your Fingertips Website Development	May 2010- October 2010
	<ul style="list-style-type: none"> · Reviewed potential content/collections management systems including DSpace (http://www.dspace.org/) and Omeka (http://omeka.org/) · Review content as produced by subject expert · Revise content for web delivery · Create information architecture for effective content delivery. · Develop prototype website and content management process using Drupal CMS. · Site testing and usability evaluation · Site migration to production server 	

Council of Heritage Organizations of Ottawa (CHOO)	Taxonomy of Current and Historic Place Names	January 2010- February 2010
	<ul style="list-style-type: none"> · Using Ms Access Mr. Wayne created relational database to hold Ottawa place 	

	<p>names</p> <ul style="list-style-type: none"> Mr. Wayne populated database with current and historic neighbourhood names <p>Implemented thesaurus style structure (Use, Use for, Scope Notes, Broader terms, and Narrower term).</p>	
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Qikiqtani Truth Commission (QTC)	Video Conversion and File Management	September 2010 – January 2010
	<p>Project tasks included:</p> <ul style="list-style-type: none"> Video standards research and selection Video testimony conversion for internet distribution. Over 300 files in English and Inuktitut were converted and managed. Tracking database created and managed to facilitate the workflow and content management. 	

Daniel Marciano, Furniture Maker	Website Development	May 2009- July 2009
	<p>Mr. Wayne created a basic website to serve as a contact point with clients and potential clients. Website attributes include an image gallery to show finished furniture and furniture making techniques. Site was developed and managed in Wordpress using the Atahualpa theme.</p>	

Council of Heritage Organizations of Ottawa (CHOO)	Heritage Gateway Planning and Development	September 2008-July 2009
	<p>Tim Wayne managed this community website development project at all stages. Mr. Wayne created and delivered a consultations process that gathered user needs and Ottawa heritage community input in the creation of a gateway website to serve the existing heritage community and to increase the interest in heritage information throughout the wider Ottawa Community.</p> <p>The Consultations process led to the development of an information architecture. Concurrently, Mr. Wayne developed software evaluation criteria for a content management system and selected the Drupal content management system. Mr. Wayne implemented the information architecture within the Drupal system, creating content types, views, menus, a bilingual interface and a roles based workflow system. Each of the technical and publishing processes were documented and Mr. Wayne trained lead users to facilitate the creation of a dynamic site.</p> <p>Mr. Wayne worked with both the CHOO paid staff and the volunteer board at each stage of the project.</p>	

ContentWorks	<p>Resource Tracking database development XIST developed an Access 2007 database to organize research documents. The database was designed to manage metadata and basic workflow related to document digitization. The Access 2007 database was integrated with a MS SharePoint site to facilitate distributed work while maintaining a user friendly interface. XIST Resources: Tim Wayne</p>	May 2008- June 2008
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Library and Archives Canada	<p>Web 2.0 Strategy Analyzed emerging trends in Web 2.0 services that could be used to improve LAC's web services and exploit new opportunities to help LAC perform its core business activities more effectively. Conducted interview sessions with LAC staff to solicit ideas from within LAC, and outline their concerns and issues for developing Web 2.0 services. Reviewed and summarized relevant Web 2.0 technologies and practices including social networking, media sharing, social tagging, podcasting, syndication, blogs, wikis, and content mash-ups. XIST Resources: Chris Savage (lead), Tim Wayne</p>	February 2008- March 2008
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Qikiqtani Truth Commission	<p>SharePoint Prototype planning and configuration XIST was engaged by the Qikiqtani Truth Commission (QTC) to create a collaborative work environment to support the research and writing of reports to be used by QTC as part of the Truth Commission's work. XIST chose Windows SharePoint Services for quick prototype development and evaluation. This successful SharePoint configuration has led to the evolution of the prototype site into a full production site currently in use by the QTC's researchers and writers. XIST Resources: Tim Wayne</p>	January 2008- February 2008
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Competition Bureau	<p>Intranet Assessment and Strategic Planning Created a situational analysis of the Competition Bureau intranet by reviewing the current intranet structure and content examining existing user surveys and web statistics and conducting a series of interviews with intranet users and content providers. Using the information gathering by these processes we produced a revised information architecture, a set of wireframes and a high-level plan to transform the intranet. XIST Resources: Tim Wayne, John Savage</p>	February 2008- April 2008
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Public Works and Government Services Canada Heritage Conservation Directorate	<p>Strategic Plan Development Worked in partnership with ContentWorks (an Ottawa based content development and research company) to deliver a strategic plan that outlined a realistic and viable multi-year strategic plan to manage the Tech Docs information resources. The project included content analysis, business process analysis and user needs assessment. XIST Resources: Tim Wayne</p>	September 2007- December 2007
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Engineers Canada	<p>Information Management Strategy Delivered a strategic plan that outlined the current user needs and information technology environment. The strategic plan included recommendations for governance, technical infrastructure, business processes and interoperability and standards. XIST Resources: Tim Wayne, Chris Savage</p>	August 2007- October 2007
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National Judicial Institute (NJI)	<p>Strategic Plan Development Delivered an assessment of NJI's current information management processes and a practical and achievable plan to improve these processes. Through stakeholder meetings and documentation review created a final report containing current analysis, recommendations and best practices. XIST Resources: Tim Wayne, Terry Kuny</p>	July 2007- September 2007
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Canadian Institutes of Health Research (CIHR)	<p>CIHR Internet Strategy The primary goal of this project was to develop a vision for a redesigned CIHR Internet presence that:</p> <ul style="list-style-type: none"> · Serves existing information and business needs, · Addresses emerging information and business needs, and · Develops new functionality and content offerings that can transform business processes, strengthen knowledge management, and improve the quality of CIHR's services. <p>To develop this vision and recommendations, we undertook the following:</p> <ul style="list-style-type: none"> · Reviewed of the CIHR Internet site, documentation, objectives and mandate. · Created and analyzed an online survey of Internet users. · Facilitated focus groups with key stakeholders within the organization. <p>XIST Resources: Tim Wayne, Terry Kuny</p>	January 2007- February 2007
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Archimedia Consulting	<p>Still Image Metadata Development Developed a metadata element set to facilitate the resource discovery of still images from a large university image collection. Development included the identification of standard controlled vocabularies and the creation of new localized vocabularies. XIST Resources: Tim Wayne</p>	January 2007- February 2007
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<p>Indian Residential Schools Resolution Canada</p>	<p>SharePoint site design and development (for Truth and Reconciliation Working Group)</p> <p>The SharePoint site was developed based on the needs of the identified working group. It included file and document management tools, meeting and decision management tools, and project communication tools. It also incorporated SharePoint feedback processes so that the pilot project can be evaluated and revised as needed.</p> <p>The project tasks included:</p> <ul style="list-style-type: none"> · Designing the metadata and classifying the content · Planning the document migration strategy · Providing documentation of design decisions and custom configurations made to the SharePoint Portal site · Providing an Administrative Guide with brief instructions for common tasks related to the working group site including adding files and managing metadata. <p>XIST Resources: Tim Wayne, Chris Savage</p>	<p>June 2006-Sept 2006</p>
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<p>Canadian Air Transportation Security Authority</p>	<p>Screener's Web Site / Corporate Internet Website Design and Development</p> <p>XIST analyzed CATSA's web content, did a comparative analysis of similar websites in an international context, and identified content redundancies and content gaps. Using this analysis XIST developed an information architecture including a site subject taxonomy, a user interface design and a set of html templates. XIST developed two websites, a general audience site and a site for CATSA screeners.</p> <p>XIST Resources: Tim Wayne, Chris Savage, George Duncan</p>	<p>December 2005-August 2006</p>
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<p>Canada Revenue Agency</p>	<p>CRA Subject Thesaurus Development</p> <p>This project delivered a controlled subject vocabulary. This vocabulary will be used to facilitate the Agency's information management tasks. The primary purpose of the controlled subject vocabulary is to improve resource discovery of documents on the CRA website. Because the vocabulary will integrate other vocabularies (Core Subject Thesaurus and other subject specific vocabularies) into a logical hierarchy it will also be useful for resource description and retrieval in other contexts.</p> <p>The development methodology included developing a subject taxonomy. The full vocabulary was developed by adding relevant terms to the subject taxonomy and by adding relationships (use, use for, broader term, and narrower term) to create a full ISO compliant subject thesaurus.</p> <p>XIST Resources: Tim Wayne, Barbara Lance, Richard Maillet</p>	<p>October 2005-March 2006</p>
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<p>Indian Residential Schools Resolution Canada</p>	<p>Information Management Analysis</p> <p>The Policy and Strategic Planning Division of Indian Residential Schools Resolution Canada identified a need to review their existing information and knowledge management practices, scope out and prioritize requirements, and recommend solutions for the improved management of future and</p>	<p>Sept 2005-Nov 2005</p>
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	<p>existing holdings. XIST delivered a final report that included recommendations for reorganizing their shared network drive, facilitating the use of the departmental intranet, and implementing a content management system. XIST Resources: Tim Wayne, Chris Savage</p>	
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Industry Canada	<p>Functional Classification Development - Business Activity Structure Classification System (BASCS) XIST was contracted to create a high-level classification scheme based on Industry Canada's business functions and activities. The methodology employed in developing the classification structure was based on and compatible with the Library and Archives Canada Business Activity Structure Classification System (BASCS).</p> <p>Resources: Tim Wayne</p>	Feb 2005 – April 2005
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Human Resources and Skills Development: Human Resources Management Cluster	<p>Human Resources Management Metadata Management XIST was contracted to apply full Government of Canada metadata to the links in a Lotus Notes managed inventory. We undertook a detailed content analysis, populating the element set with metadata applied by information management/metadata professionals. We documented best practices and trained content managers on the maintenance and proper use of metadata.</p> <p>Deliverables: A usage guide to aid in the application of metadata. Evaluation of the methodology used and analysis of its applicability for similar projects. Recommendations for next steps to continue to improve the JWTC and HRM cluster's information management processes. These next steps will focus on maintenance of metadata, using metadata for resource discovery (developing tools, creating information products) and using metadata for collection and content management. XIST Project Managers: Tim Wayne (Sr.) and Linda Lee (Jr.) XIST Resources: Barbara Lance, Richard Maillet, David Jakob</p>	Mar 2004 – May 2004
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Health Canada / ONCE Corporation	<p>Health Canada Controlled Subject Terms As a subcontract to the standing offer holder, ONCE Corporation, XIST was subcontracted the requirement to enhance Health Canada's controlled subject listing. XIST librarians created a 1000 term bilingual English and French subject term list to be used with Health Canada Web page controlled subject metadata. (Dublin Core dc.subject element) Manager: Tim Wayne, Linda Lee Resources: Barbara Lance, Richard Maillet</p>	Nov 2002 – April 2003
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Citizenship and	<p>Web Site Content and Analysis – Metadata Information Requirements XIST was contracted to examine the Internet Web site in order to evaluate</p>	Jan 2002
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<p>Immigration Canada</p>	<p>information requirements and identify an appropriate system of subject classification for existing and new site content. The inventory that was developed was use to construct a new taxonomy, metadata schema, and prepare controlled subject vocabulary for metadata population (see below). XIST Project Managers: Tim Wayne (Sr.) and Linda Lee (Jr.) XIST Resources: Barbara :Lance, Tim Wayne, and Linda Lee</p>	<p>to Apr 2002</p>
<p>Communication Canada</p>	<p>Updating the Core Subject Thesaurus for GC.CA Metadata Requirements XIST was contracted to update and add new terms to the Government of Canada Core Subject Thesaurus (CST). The CST is a mandatory tool for metadata population on Government of Canada Web sites in the Dublin Core subject element (dc.subject). The awarding of this contract to XIST recognizes our capability and experience in metadata and controlled vocabularies. XIST is one of the few firms in North America with experience in developing ISO standard compliant bilingual thesauri. On this project Barbara Lance and Richard Maillet worked in tandem to develop the revised bilingual subject term lists and make all necessary term associations (broader, narrower, related, see also, use for). Although operational at XIST these two resources report to Linda Lee, the project was client-managed by Communication Canada. XIST Resources: Barbara :Lance, and Richard Maillet</p>	<p>Jan 2002 to Apr 2002</p>
<p>Department of Fisheries and Oceans</p>	<p>Web Site Content Inventory and Evaluation XIST was contracted to develop an inventory of DFO's web presence containing a list of over 300 items. Using an inventory analysis grid, XIST analyzed each item against each of the four categories (audience, topic, document type and content evaluation criteria). The completed grid was used to analyze the information inventory in order to identify gaps and determine overlaps. The categories developed constituted the basis for a site architecture and a metadata element set XIST Project Managers: Tim Wayne (Sr.) and Linda Lee (Jr.) XIST Resources: Barbara Lance, Richard Maillet</p>	<p>Jan 2002 – Mar 2002</p>
<p>Industry Canada</p>	<p>Strategis, Interface and quality assurance management Led a team of XIST contract resources in managing the interface design and adherence to departmental and Government of Canada web publishing standards for the Strategis web site. Liaised between CIO management, technical resources, and departmental program areas to manage content and services development for the web site. XIST Project Manager: Tim Wayne XIST Resources: Linda Lee, Dan Jung, Raymond Wood</p>	<p>1996 – 2000</p>