

Managing 50.000 business documents in Omnia

Challenges | Benefits

IKEA Industry



Gabriel Búci 

Solution Specialist

BMS(Omnia) MS365

IKEA Industry AB

Technical & Communication
AIESEC

Trnava & Majcichov Sites

Part time IT

Full Time IT Specialist

5 Years with IKEA Industry

Inherited BMS

gabriel.buci@inter.ikea.com



Agenda

Company Introduction

Solution Requirements

Landing Page

Documents

Publishing Sites

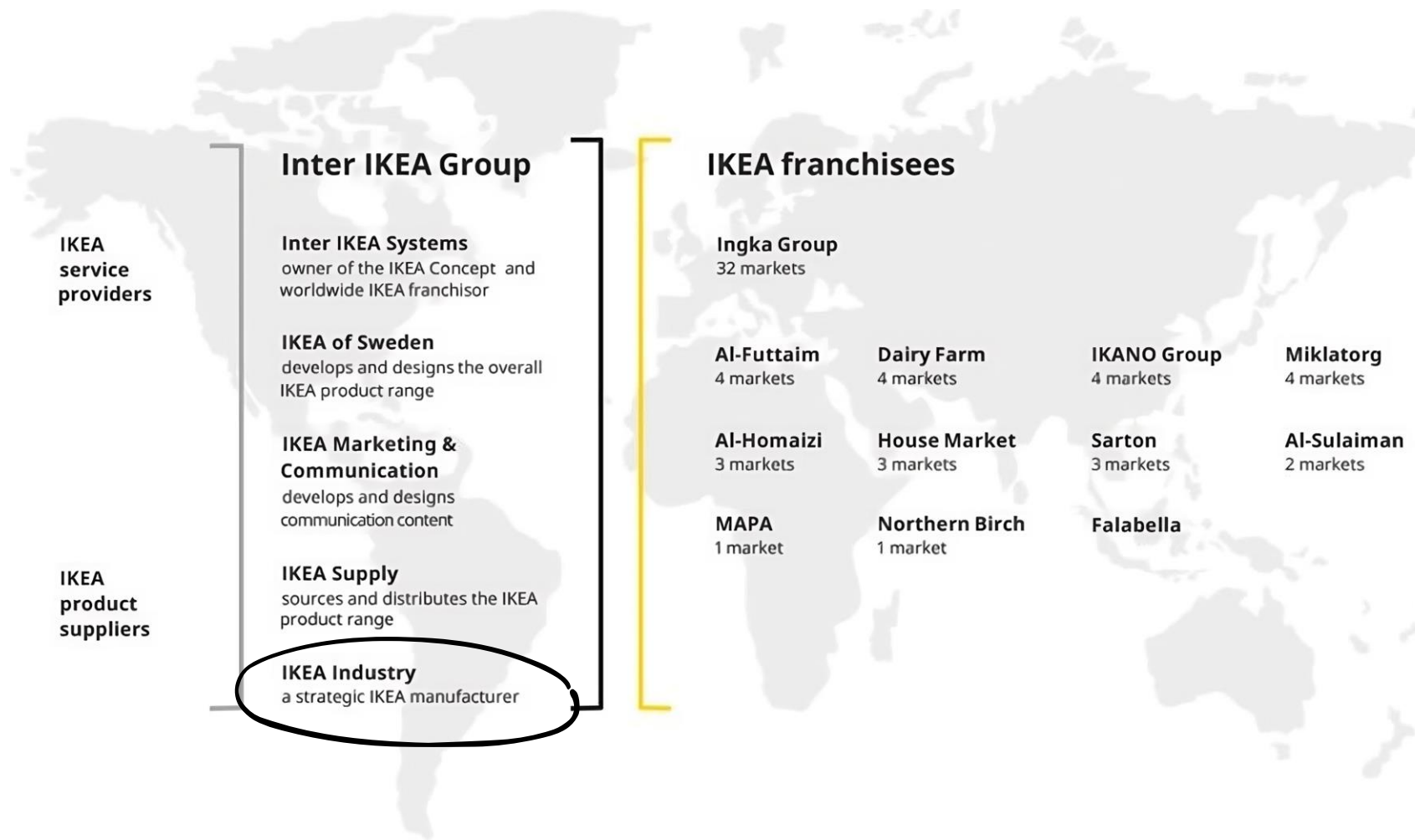
Authoring Sites

Governance

Conclusion

Questions

With over 30 years of experience, our furniture production goes back to 1991 when Swedwood was established with the purpose of ensuring continuous supply of furniture to IKEA. IKEA Industry was established in 2011.

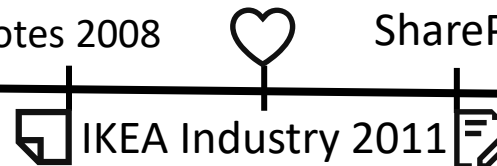


Swedwood 1991

Lotus Notes 2008

SharePoint 2014, Omnia

Now



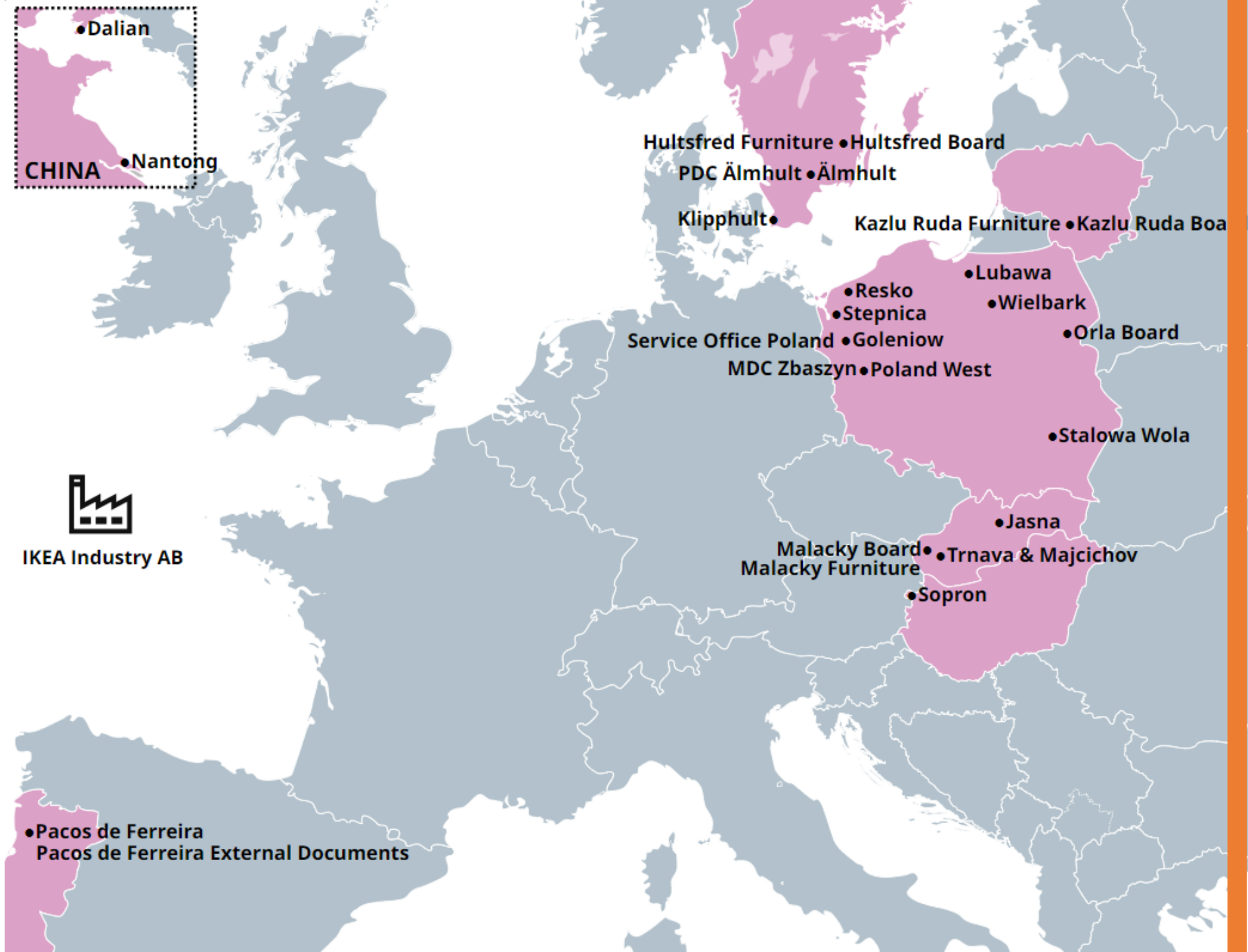
IKEA Industry

7 Countries

18 Sites

30 production units

15 000 co-workers

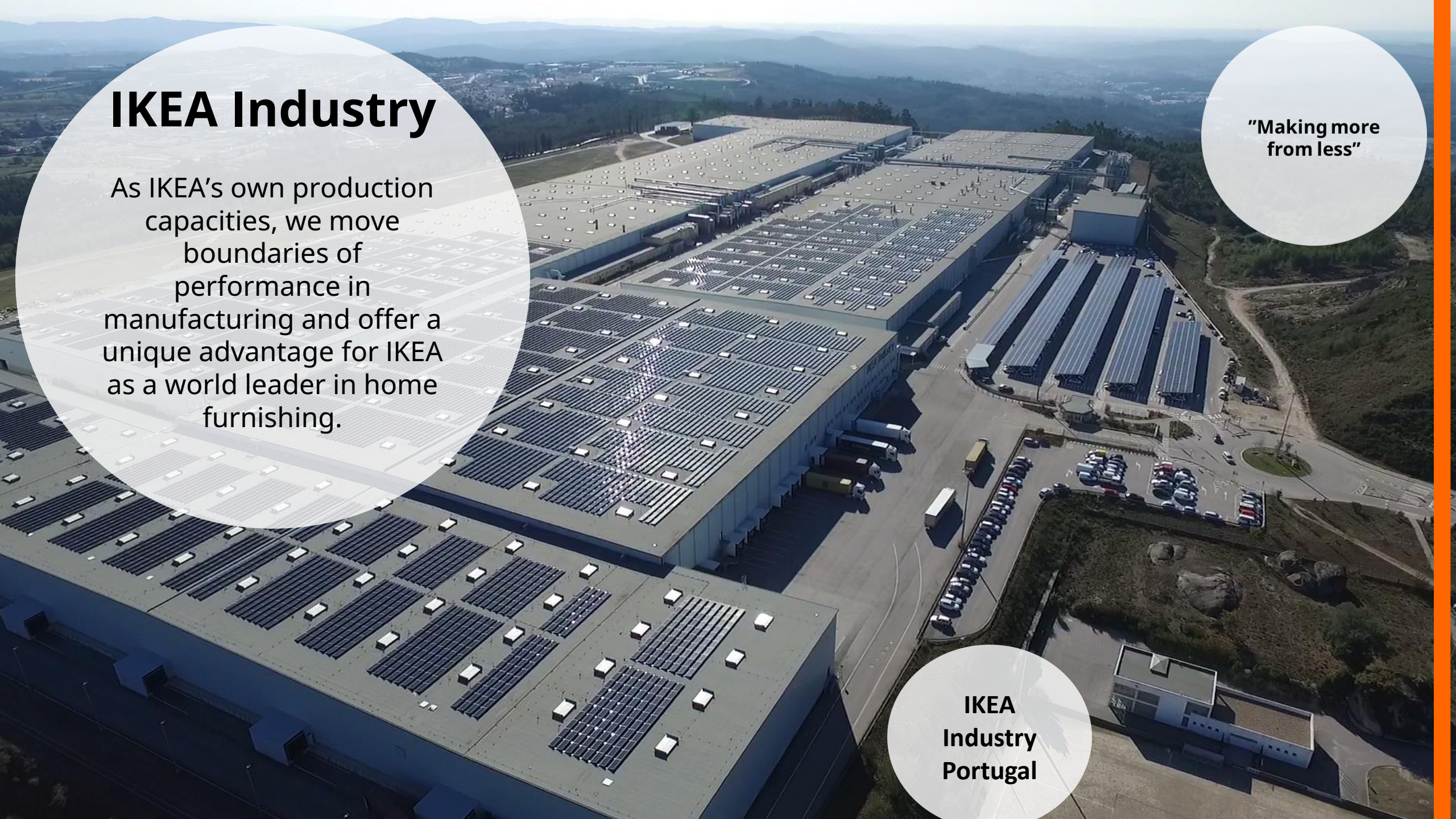


IKEA Industry

As IKEA's own production capacities, we move boundaries of performance in manufacturing and offer a unique advantage for IKEA as a world leader in home furnishing.

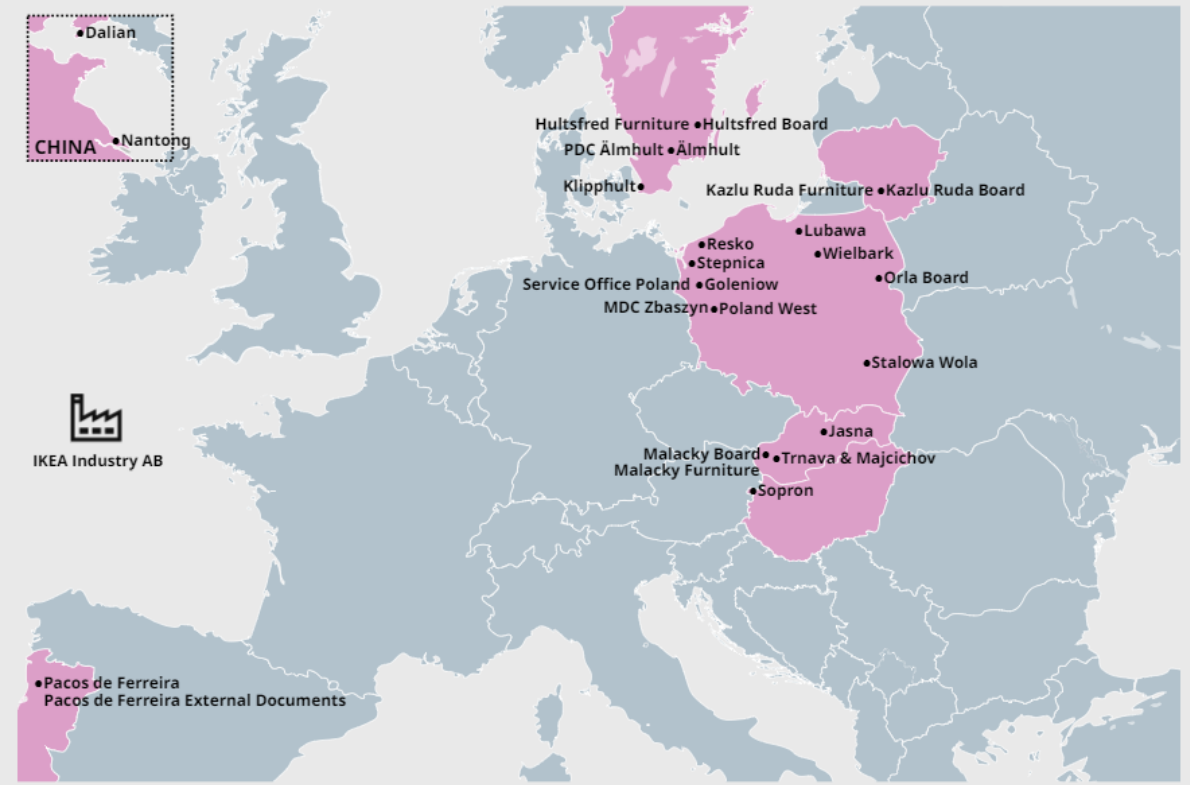
"Making more from less"

IKEA
Industry
Portugal



Solution Requirements

Modern	→	Omnia
Cloud Based	→	SharePoint
Global documents vs local documents	→	Custom Structure
Common templates	→	Omnia
Document Types	→	Omnia
Lifecycle	→	Omnia
Searching and filtering	→	Omnia
Factory floor access	→	Local Sync + Personal Accounts
Local languages	→	In document/MS Automated Translation



Content in BMS

Steering documents are describing how we have decided to do things in our company. In IKEA Industry we have our steering documents gathered here in BMS. Purposes of steering documents can be several; to deliver the best product to our customers to a low cost, to follow legal and Inter-IKEA demands and to be efficient. Steering documents can be everything from detailed instructions (relevant for a single team) to manuals (relevant to many) and everything in between. Do we need to have steering documents for everything we do? No, only if it adds business value.

Document Types

Routine and Procedure - Documented procedures - specified way of carrying out an activity or process. This document should answer the questions Who, What, Where, When, and Why. These documents may include documented procedures, work instructions and drawing

Drawing - PDFs Drawings - technical documents. Note: Only if no other source of drawing type exists.

Guideline - Documents that establish recommendations or suggestions. E.g., the requirements in a policy should be secured. Although these documents are not mandatory, they are still an important part of the entire process and can be seen as a handbook.

Manual - It can be a single or collection of documents covering many topics or a specific area of work. It contains e.g., standards, routines/procedures, guidelines, or templates. It is often detailed and instructive giving good examples of what to do, containing requirements and solutions on an overall level. The manual can contain both documents that are mandatory to follow and documents that are meant to support and guide.

Standard - Contains principles and explanations, roles, and responsibilities to guide implementation of the policies. A standard is always mandatory.

Specification - Detailed definition of the characteristics of an installation, a construction, a material, a product, etc.






Strategy and Plan - High level long-term plan steering the business or dept. to achieve one or more goals.


Training Material - Standardized common presentations to be used for knowledge sharing and teaching within a specific area of work.



Work Instruction - Documents that describe the order or sequence of activities, accurately reflecting requirements, and critical aspects. Answers the question what and how. Documented procedures describe cross-functional activities, while work instructions apply to tasks within a function. Work instructions should describe any materials, equipment, and documentation to be used. Where relevant, work instructions include acceptance criteria.

Template and Form - A standardized file type used as a pre-formatted example on which to base other files on. Template is the primary version where different type of documents will be developed in a consistent and logical way according to specific criteria for each type of document. Forms are developed and maintained to record data that demonstrate compliance with the requirements of the management system.

SOS/WES/OPL - Includes Below types
Standard Operation Sheet - Standard demonstrating the sequence of tasks in the overall process. Each task is then detailed described in a WES (Work Element Sheets).
Work Element Sheet - Standard work instructions that detail our steps to perform activities safely, with utmost quality and efficiency. Answers the question What, how, why and duration – see below comment
OnePointLesson - Short standard work instructions with included visual key points to complete the task – see below comment


- ### My Links
-  [0AuthoringPilot](#)
 -  [BMS Guideline](#)
 -  [BMS Process Structure Manual](#)
 -  [Knowledge base - BMS support page](#)
 -  [Technical support IT Incident in ServiceNow](#)


- ### My Tasks
-  [BMS Global Authoring Pilot](#) ▾

- ### My Drafts
-  [Manual 1C45A2.xlsx](#) 

[EXPORT TO EXCEL](#)

Documents_20231009_102054.xlsx

Search...  [SHOW FILTER](#) 

Published	Document Id	Title	Document Type	Site	Unit/Factory	Author	Process
2023-10-					Sopron Flatline Production	 Noémi	

Search...



HIDE FILTER



Document Id	Author	Approved By	Process
Document Type	Site	Unit/Factory	Language
Published	Review Date	File Extension	

Published ↓	Document Id	Title	Document Type	Site	Unit/Factory	Author	Process
2023-10-31	122377	WES004WD - Pomiar siły przejścia.xlsx	WES	Goleniow	Goleniow		2.1.3.4.20 Friulmack wedge dowell 2.4.3.4.19 Koch wedge dowell WD 2.4.3.4.21 Friulmack wedge dowell KH
2023-10-31	122378	WES008WD - Pomiar przewężenia i średnicy keyhole.xlsx	WES	Goleniow	Goleniow		2.1.3.4.20 Friulmack wedge dowell 2.4.3.4.19 Koch wedge dowell WD 2.4.3.4.21 Friulmack wedge dowell KH
2023-10-31	63039	Förberedelser inför repstopp press, checklista	OPL	Hultsfred	Hultsfred Boards		2.4.3.100.4 Torkar 2.4.3.100.5 WESP 2.4.3.100.7 Belimning 2.4.3.100.9 Press
2023-10-30	94324	BOF_FOIL_FW_CL_PT3-Execução - Autocontrolo Operador de Inspeção	SOS/WES/OPL	Pacos de Ferreira	Pacos de Ferreira Board on Frame		2.4.3.2.4 F&W
2023-10-30	122516	BOF_FOIL_FW_CL_PT4/5 - Execução - Autocontrolo Operador de inspeção	SOS/WES/OPL	Pacos de Ferreira	Pacos de Ferreira Board on Frame		2.4.3.2.4.1.3 W.Complete Line PT3
2023-10-30	122515	BOF_FOIL_FW_CL_PT04/5 - 1ªPeça OK - Autocontrolo Operador de Inspeção	SOS/WES/OPL	Pacos de Ferreira	Pacos de Ferreira Board on Frame		2.4.3.2.4.1.3 W.Complete Line PT3

Document
Statistics

Published

35516

Drafts

812

Archived

17188

Past review date

7923

Documents Bulk Update

Search Property
Author



Property Value*



FIND

New Value



REPLACE

Challenge Lifecycle

Previous BMS Platform.

Allow Search and change of removed users in Document Bulk Update. (7.0)

Tip: Include BMS Document Authors/Ownership in P&C On/Offboarding Routines.

Properties

Type

Author

Approver

Language

Access

Process

ISO

Site

Unit/Factory

Approved By

Document Type
WES

English Title

Author

Language
Polish

Access Rights
Internal

Process
2.1.3.4.20 Friulma... 2.4.3.4.19 Koch we... 2.4.3.4.21 Friulma...

ISO

Site
Goleniow

Unit/Factory
Goleniow

UNPUBLISH

CREATE DRAFT

CLOSE



BMS Guideline

Steering document

Types

Routine and Procedure
Guideline
Manual
Standard
Specification
Strategy and Plan
Training Material
Work Instruction
Template and Form
Standard Operation Sheet
Work Element Sheet
One Point Lesson

Processes

Document property

Local Sites Pages

430 Global processes in AB

Repeated over each site

+Site Specific processes



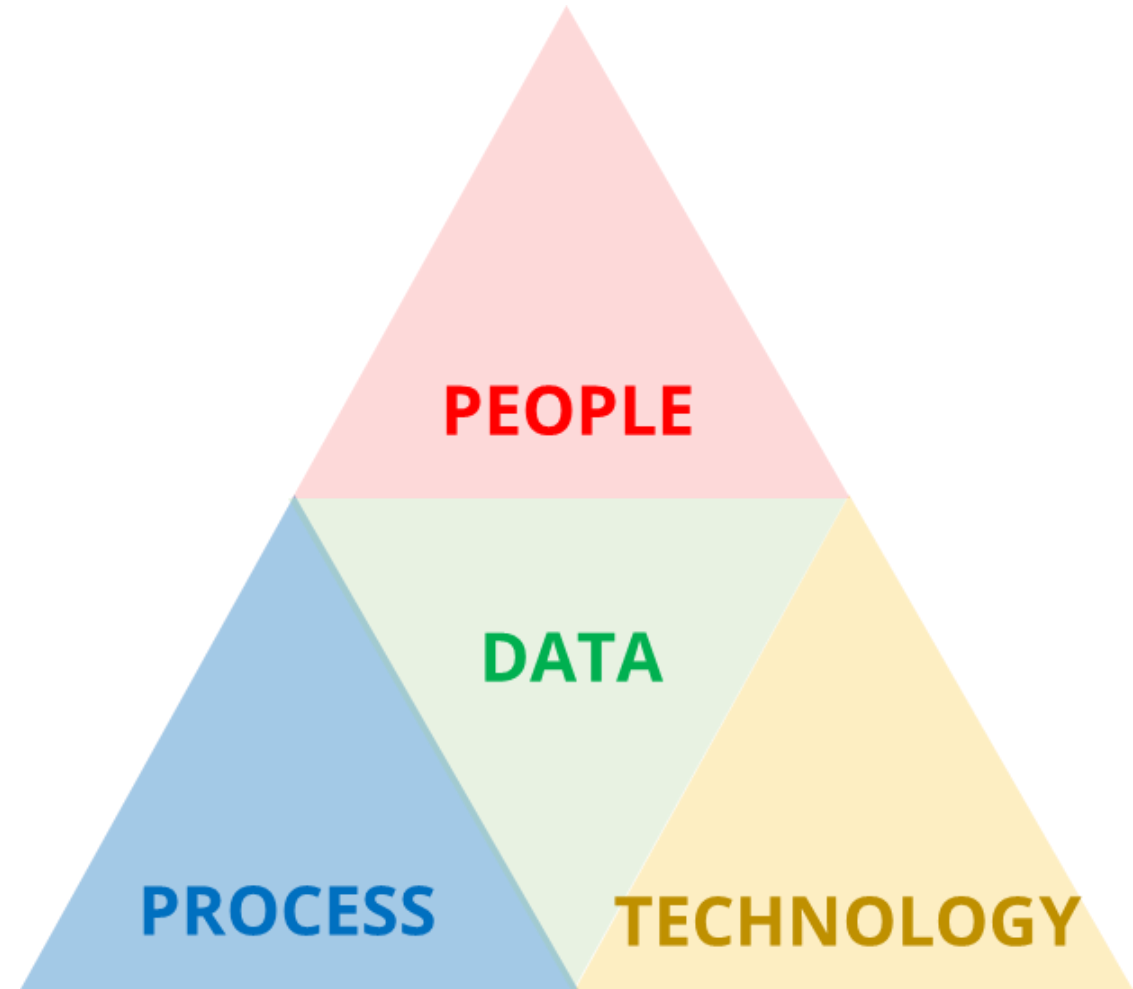
BMS Process Structure Manual

Why Process Model ?

*Organization changes
Processes Stay*

Same across other solutions

*It started as a Supply Chain
concept, but was later decided to
include all areas where Industry
has a common process supported
by a common solution*



AB Core Site

Publishing Sites

Local Sites

IKEA INDUSTRY AB ▾ LOCAL SITES ▾ AUTHORIZING SITES ▾

IKEA Industry AB

- 1. Steering Processes
 - 1.1 Strategic Framework
 - 1.2 Governance and Organization
 - 1.3 Develop Goals and Plans
 - 1.4 Follow-up Business Performance
- 2. Core Processes
 - 2.1 Product and Material Management
 - 2.2 Plan
 - 2.3 Source
 - 2.4 Make
 - 2.5 Deliver
 - 2.6 Sell
- 3. Enable Processes
 - 3.1 Manage Contracts & Legal
 - 3.2 Manage Finance
 - 3.3 Manage IS/IT
 - 3.4 Manage Data & Information
 - 3.5 Manage Product Quality
 - 3.6 Manage Engineering & Technology
 - 3.7 Working at IKEA Industry
 - 3.8 Manage Sustainability
 - 3.9 Manage Projects
 - 3.10 Manage Risk & Compliance
 - 3.11 We Purchase
 - 3.12 Manage Methods & Tools
 - 3.13 Manage Communication
 - 3.14 Manage Health & Safety
 - 3.15 Manage Maintenance

RY AB ▾ LOCAL SITES ▾ AUTHORIZING SITES ▾

China	Slovakia	Poland
DALIAN	JASNA	POLAND COMMON
NANTONG	MALACKY BOARD	GOLENIOW
Hungary	MALACKY FURNITURE	LUBAWA
SOPRON	TRNAVA MAJCICHOV	ORLA BOARD
Lithuania	Sweden	POLAND WEST
KAZLU RUDA BOARD	ÄLMHULT	RESKO
KAZLU RUDA FURNITURE	HULTSFRED BOARD	STALOWA WOLA
Portugal	HULTSFRED FURNITURE	STEPNICA
PACOS DE FERREIRA	KLIPPHULT	MDC ZBASZYN
PACOS DE FERREIRA EXTERNAL DOC.	PDC ÄLMHULT	WIELBARK
		SERVICE OFFICE POLAND

Inter IKEA Group BMS

IKEA Industry BMS | IKEA INDUSTRY AB | LOCAL SITES | AUTHORIZING SITES

BMS > IKEA Industry AB

1. STEERING PROCESSES

2. CORE PROCESSES

3. ENABLE PROCESSES

1.1 STRATEGIC FRAMEWORK

1.2 GOVERNANCE AND ORG...

1.3 DEVELOP GOALS AND P...

1.4 FOLLOW-UP BUSINESS P...

2.1 PRODUCT AND MATERIA...

2.2 PLAN

2.3 SOURCE

2.4 MAKE

2.5 DELIVER

2.6 SELL

3.1 MANAGE CONTRACTS & ...

3.2 MANAGE FINANCE

3.3 MANAGE IS/IT

3.4 MANAGE DATA & INFOR...

3.5 MANAGE PRODUCT QA...

3.6 MANAGE ENGINEERING ...

3.7 WORKING AT IKEA INDU...

3.8 MANAGE SUSTAINABILI...

3.9 MANAGE PROJECTS

3.10 MANAGE RISK & COMP...

3.11 WE PURCHASE

3.12 MANAGE METHODS & ...

3.13 MANAGE COMMUNICAL...

3.14 MANAGE HEALTH & SA...

Navigation

IKEA Industry AB

Steering Process

1.1 Strategic Framework

1.2 Governance & Organization

1.3 Develop Goals & Plans

1.4 Follow-up Business Performance

Core Process

2.1 Product and Material Development

2.2 Plan

2.3 Source

2.4 Make

2.5 Deliver

Enable Process

3.1 Manage Contracts &...

3.2 Manage Finance

3.3 Manage IS/IT

3.4 Manage Data & Information

3.5 Manage Product Quality

3.6 Manage Engineering &...

3.7 Working at IKEA Industry

3.8 Manage Sustainability

3.9 Manage Projects

3.10 Manage Risk &...

3.11 Manage Strategic...

3.12 Manage Methods & Tools

3.13 Manage Communication

3.14 Manage Health and...

3.15 Manage Maintain

Control site for Global processes IKEA Industry AB

All Pages governed by Process.
430 Pages in AB

Navigation

Process Map

Document Rollup

Visio/PowerPoint SVG

Local Sites

All Pages governed by Process.
Cca. 12 000 Pages overall

Same Visuals and Global Process
Numbers

Additional Local Processes

Display documents tagged with
Global Process And Local Process of
same name.

JASNA

Riadiace procesy



IKEA Strategická
konceptcia



Vývoj smerovania
Ikea Industry

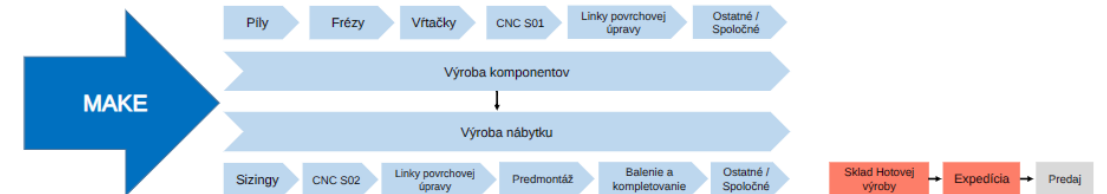


Plánovanie
& Napredovanie



Optimalizácia výkonnosti
podnikania

Hlavné procesy



Podporné procesy



Ľudské
zdroje



Kvalita



EHS



Nákup



Financie



Údržba



IS/IT



Riadenie
projektov



Riadenie
rizik

Internal

Search...

Title ↑	Document Id	Site	Published
Eleição Comitê EHS	89945	Pacos de Ferreira	2023-10-13
Eleição do Representante dos Colaboradores	89944	Pacos de Ferreira	2023-10-17
Ficha Biográfica	42743	Pacos de Ferreira	2021-02-20
IKEA Industry People Plan	81598	IKEA Industry AB	2023-09-14
People Pyramid	92081	IKEA Industry AB	2023-11-01
People Pyramid self assessment	92082	IKEA Industry AB	2023-10-23
Processos disciplinares	81546	Pacos de Ferreira	2021-02-20
Requisição Fardamento	42647	Pacos de Ferreira	2022-01-28
Termo de Resp. Utilização e Conservação das Instalações, Máquinas, Equipamentos e Ferramentas de Trabalho	42744	Pacos de Ferreira	2017-07-07

Document Rollup

- 1. STEERING PROCESSES
- 2. CORE PROCESSES
- 3. ENABLE PROCESSES
 - 3.1 MANAGE CONTRACTS & LEGAL
 - 3.2 MANAGE FINANCE
 - 3.3 MANAGE IS/IT
 - 3.4 MANAGE DATA & INFORMATION
 - 3.5 MANAGE PRODUCT QUALITY
 - 3.6 MANAGE ENGINEERING & TECHNOLOGY
 - 3.7 WORKING AT IKEA INDUSTRY
 - 3.8 MANAGE SUSTAINABILITY**
 - 3.8.1 EHS GRADING
 - 3.8.2 IWAY
 - 3.8.3 CHEMICALS
 - 3.8.4 ENERGY
 - 3.8.5 WATER
 - 3.8.6 FORESTRY
 - 3.8.7 EMISSIONS

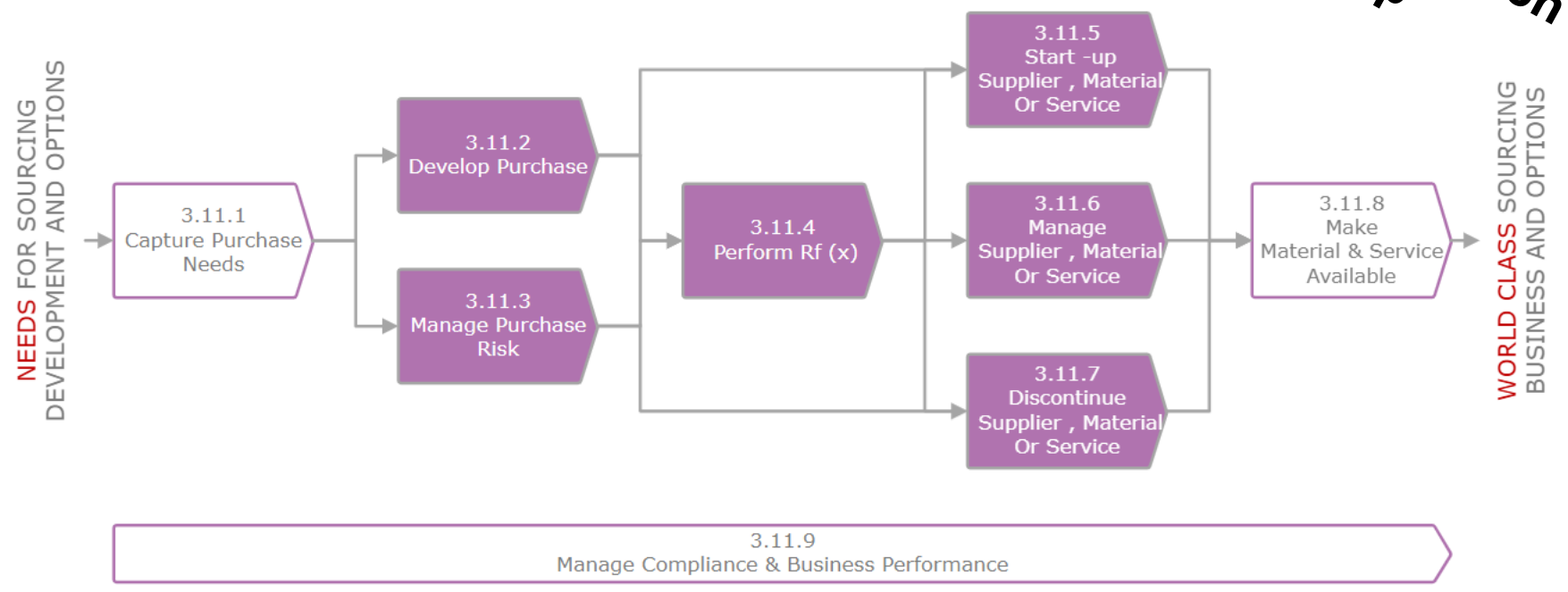
3.8 Manage Sustainability

Unit/Factory	Document Type	Language	Author	Title	Document Id	Site	Published
Hultsfred Boards							
Hultsfred Furniture							
	Routines and Proce...						
	Work Instruction						
	Manual						
	Templates and For...						
	Guidelines						
	Standards						
	Strategies and Plans						
		English					
		Swedish					
			Ann Loftorp				
			Katarína Remenárová				
			Annamarie Velic				
				Appendix 1 - 8 - IKEA Industry Water Manual	563		2015-11-13
				APPENDIX 1 CONTRACTOR AUTHORIZATION TO WORK	34149	IKEA Industry AB	2018-02-27
				APPENDIX 2 ATTENDANCE LIST	34150	IKEA Industry AB	2018-02-27
				APPENDIX 3 SAFE WORK METHOD STATEMENT	34151	IKEA Industry AB	2018-02-27
				BEST SAFETY PRACTICES GUIDELINE AT DIVISION BOARDS	68440	IKEA Industry AB	2018-09-25
				Biodiversity Handbook version 1 July 22	93606	IKEA Industry AB	2022-08-22
				Contact list_FY2021_v10_only Technique for BMS	90895	IKEA Industry AB	2021-08-23
				CONTRACTOR SAFETY PROGRAM	34146	IKEA Industry AB	2017-07-24
				Egenkontrollprogram IKEA Industry Hultsfred AB	64286	Hultsfred	2023-09-03
				Emission results assessing tool_final	95259	IKEA Industry AB	2023-05-04
				Environmental Requirements on Inbound Transport	90823	IKEA Industry AB	2021-08-17

Process Map/Navigation + Document Rollup

- 1. STEERING PROCESSES
- 2. CORE PROCESSES
- 3. ENABLE PROCESSES
 - 3.1 MANAGE CONTRACTS & LEGAL
 - 3.2 MANAGE FINANCE
 - 3.3 MANAGE IS/IT
 - 3.4 MANAGE DATA & INFORMATION
 - 3.5 MANAGE PRODUCT QUALITY
 - 3.6 MANAGE ENGINEERING & TECHNOLOGY
 - 3.7 WORKING AT IKEA INDUSTRY
 - 3.8 MANAGE SUSTAINABILITY
 - 3.9 MANAGE PROJECTS
 - 3.10 MANAGE RISK & COMPLIANCE
 - 3.11 WE PURCHASE**
 - 3.11.1 CAPTURE PURCHASE NEEDS
 - 3.11.2 DEVELOP PURCHASE
 - 3.11.3 MANAGE PURCHASE RISK
 - 3.11.4 PERFORM RF(X)

3.11 We Purchase



Document Type

Routines and Proce...	4
Work Instruction	1
Manual	1
Standards	1

Search...

Title	Document Id	Site	Published
Division Purchase - Contract Approval Process - WI	61191		2018-07-04

Tip New Process Tool

Test

Not only for Process
Centric Pages

Could redefine whole
structure

The screenshot displays the Business Process Test tool interface. The top navigation bar includes 'IKEA Industry BMS', 'IKEA INDUSTRY AB', 'LOCAL SITES', and 'AUTHORING SITES'. The main area is titled 'BusinessProcessTest' and shows a complex process flow diagram with various steps, decision points, and data flows. The diagram includes steps like 'Pallet Split', 'Label Print-Out', 'Pallet detach', 'Pallet Merge', 'Pallet Data Matrix Code Scan', 'Resource Data Matrix Code Scan', and 'Quality Change'. Decision points are represented by diamonds with labels like 'Is Pallet Labeled?', 'Is pallet split Needed?', 'Is pallet detach needed?', 'Is pallet merge needed?', 'Is all pallet quality needed?', and 'Is ERP Inventory Location changed?'. The process starts with 'Material Ready for consumption' and ends with 'Materials At to the fe'. The left sidebar contains a navigation menu with sections like 'BUSINESSPROCESSTEST', 'PROCESS MAP 1 PAGE', 'PRODUCTION1', 'NAVIGATION1', and 'BP Test'. The bottom section shows a detailed view of '3.6.3.2 Machine procurement' with a process flow diagram and a list of documents, including 'Machine & Equipment Purchase - RACI - RF(x).xlsx'.

Authoring Sites

By Location
57 Authoring Sites

Last Visited Authoring Sites

Title

BI

BMS IKEA Industry AB Authoring

BG

BMS Global Authoring Pilot

BT

BMS Trnava Authoring

PA

Process Authoring Site

BA

BMS Almhult Authoring

BP

BMS Pacos de Ferreira Work Instructions Authoring 4.3

Search Authoring Sites

Pacos

✕ 🔍

Title

BP

BMS Pacos de ferreira WES Authoring 5.3

BP

BMS Pacos de ferreira Authoring 1- Manual - Specification - Procedure - Policy - Strategy plan

BP


BMS Pacos de ferreira Authoring 2 - Control Plan - FMEA - Process Map

BP

BMS Pacos de ferreira Authoring 3 - Form

BP


BMS Pacos de Ferreira Drawing BOF Authoring 8.1






BMS IKEA Industry AB Authoring

★ Following
🔒 Site access

Controlled Document Library

DRAFTS
TASKS
PUBLISHED
RECYCLE BIN
PERMISSION

Search... 

	Title	Status	Author	Document Id	Approved By	Document Type	Edition	Process
	IIG Crisis Management Process	Published		81543		Routines and Procedures	2	3.10.7.2 Crisis Management
	Crisis Management Flow chart and contact list Industry 230901.docx	Published		122565		Routines and Procedures	1	3.10.7.2 Crisis Management
	Safety Pyramid FY24	Published		88520		Strategies and Plans	1	3.14 Manage Health & Safety
	Industry Investment Committee.pptx	Published		121821		Routines and Procedures	1	1.2 Governance and Organization
	Safety Pyramid Assessment FY24	Published		88521		Strategies and Plans	1	3.14 Manage Health & Safety
	Manufacturing - Innovation and Development Council	Published		121354		Routines and Procedures	2	1.2 Governance and Organization
	Sustainability Pyramid.pptx	Published		88495		Routines and Procedures	2	3.8 Manage Sustainability
	Pyramid Assessment Sustainability_2.xlsx	Published		88494		Routines and Procedures	2	3.8 Manage Sustainability
	TIP template	Published		55809		Templates and Forms	3	3.12.2.3.1.4 Plan; 3.12.2.2 Plan actions to fulfill goals
	safety management meeting	Published		122550		Routines and Procedures	1	3. Enable Processes; 3.14 Manage Health & Safety
	People Pyramid	Published		92081		Manual	1	3.7 Working at IKEA Industry; 3.7.1 Culture & Values; 3.7.10 Working Environment; 3.7.11 Onboarding; 3.7.12 Systematic Competence Development; 3.7.13 Leadership Development; 3.7.14 Talent Review; 3.7.15 Equality, Diversity & Inclusion; 3.7.16 Employer Branding; 3.7.17 Offboarding; 3.7.18 Organizational Changes; 3.7.19 Feedback Culture; 3.7.2 Social Conditions; 3.7.20 Autonomous Teams; 3.7.21 Digital Co-Workers; 3.7.3 Data Privacy; 3.7.4 Recruitment; 3.7.5 Co-Worker Relations; 3.7.6 Payroll Administration; 3.7.7 Compensation & Benefits; 3.7.8 Roles & Responsibilities; 3.7.9 People & Culture Reporting
	Deviation from standards.xlsx	Published		122521		Templates and Forms	1	3.6.1 Civil Engineering; 3.6.2 Industrial Engineering; 3.9.6.3 Master Implementation; 3.9.7.3 Construction; 3.9.7.4 Machine Procurement

DRAFTS TASKS PUBLISHED

DELETE PROPERTIES Search

New

Upload

Move

Title ▾

TEST Kokybės kontrolės vadovas form

AM test

New Document from a Template

Create New Document

Controlled Document

- Routines and Procedures
- Standards
- Specification
- Strategies and Plans
- SOS/WES/OPL**
- Templates and Forms
- Training material

Create New Document

Controlled Document

Select a type English (United States) ▾

SOS/WES/OPL ✕

Select a template

Search 🔍

- Almhult - Kort Instruktion (Excel)
- Almhult - SOS WES Template (Excel)
- Global - General Template (Excel)
- Global - General Template (Word)**
- Goleniow - OPL Szablon (Excel)

Create New Document

Controlled Document

Select a type English (United Stat... ▾

SOS/WES/OPL ✕

Select a template

Global - General Template (Word) ✕

Title

Show file name

English Title

Author ▾

Language 🗑️

Access Rights 🗑️

Process 🗑️

ISO 🗑️

Site 🗑️

Unit/Factory 🗑️

Select a location

SUGGESTED FOLLOWED ALL

- BG** BMS Global Authoring Pilot
- BI** BMS IKEA Industry AB Authoring
- BH** BMS Hultsfred Common Authoring
- BH** BMS Hultsfred Furniture Authoring
- BH** BMS Hultsfred Boards Authoring
- BA** BMS Almhult Authoring
- PA** Process Authoring Site

CREATE CAN

Challenge
**5000 SharePoint List
View Limit**

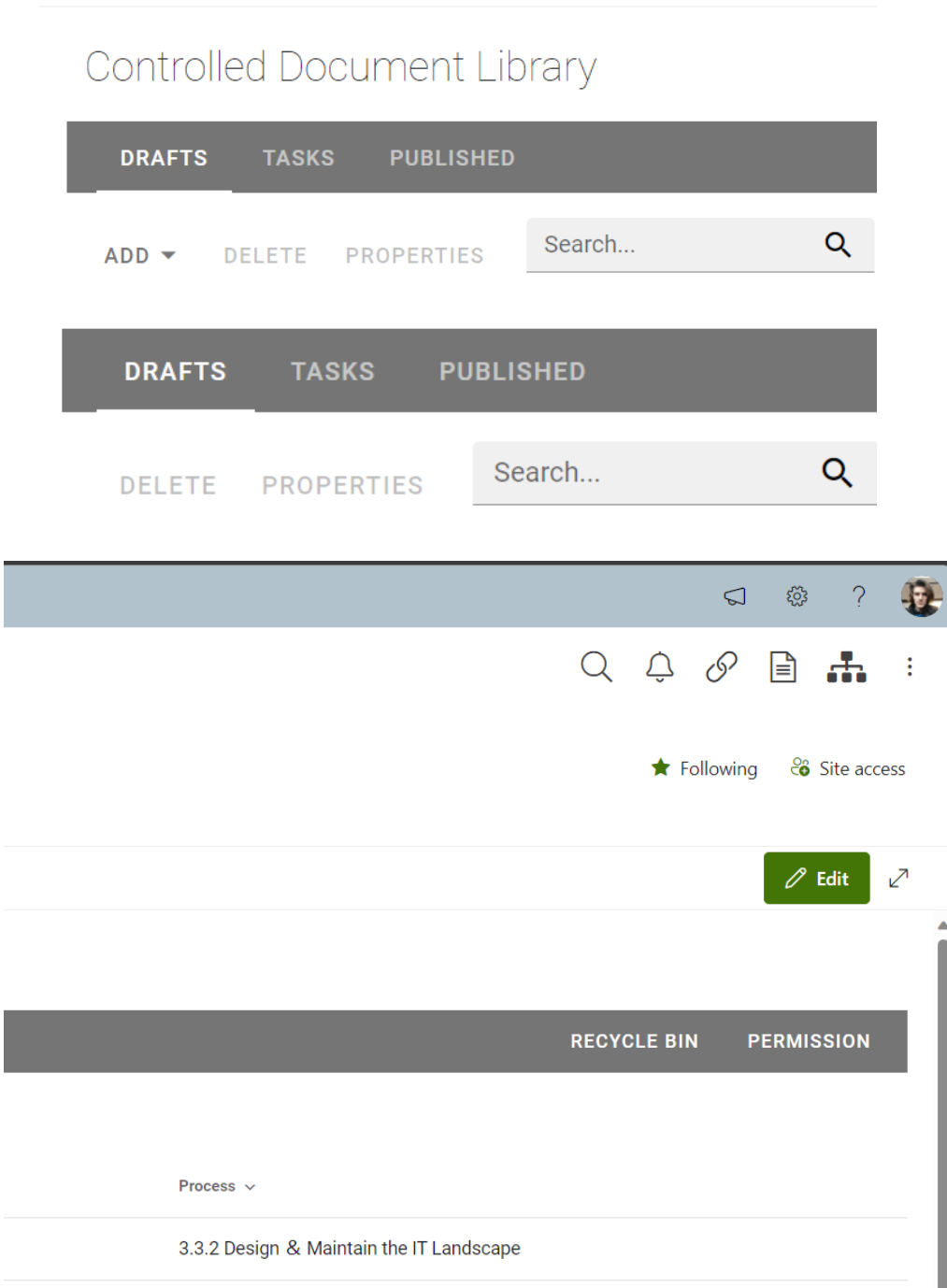
15/57 Due to this Limit

More reaching it

*SharePoint Search stops
processing ID.*

*Split into Page Types based
on documents present*

Folders & Attachments



Custom Extensions

*Hidden 'ADD' button
5000 limit*

*Hidden 'Edit' Button
20-130 Authors/Page
Past problems*

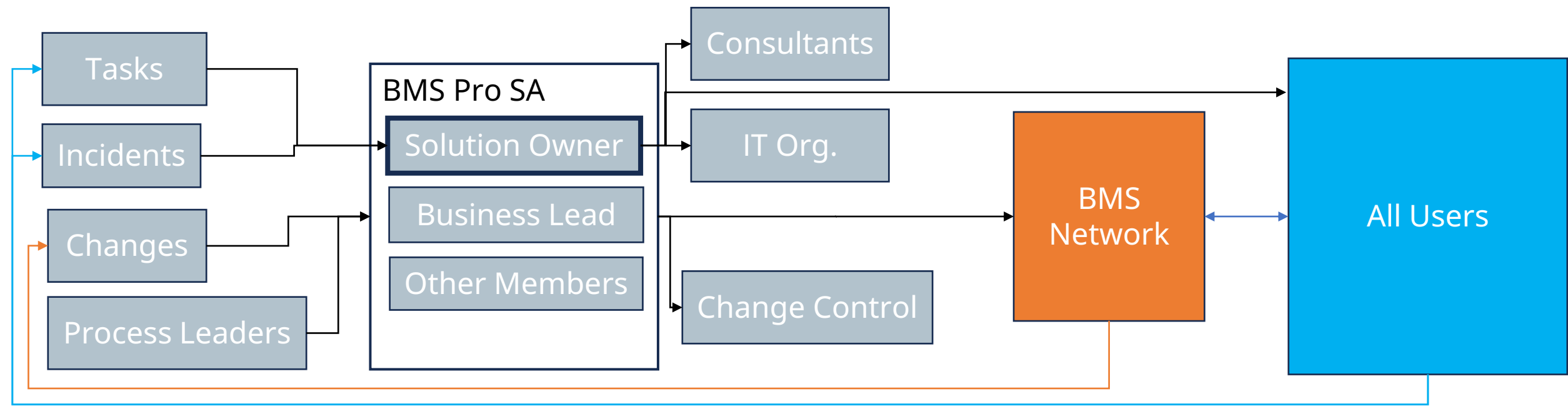
Great Benefit Document History & Workflow History

Track

See History steps

*Download Versions
Could be more descriptive*

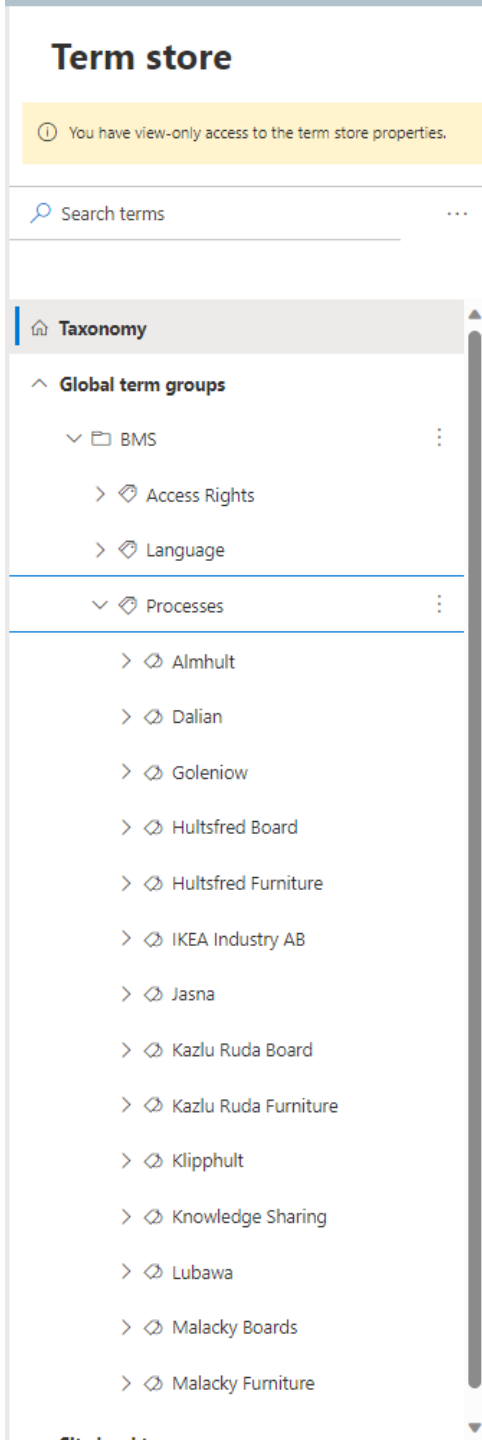
Document History - People Pyramid							X
Edition	Revision	Download	Appendices	Published	Comment	Approved By	
1	33	1			.	Workflow History	
1	32	32			Corrected links	Workflow History	
1	31	31			Links corrections	Workflow History	
1	30	30			Changes on behalf of Gosia	Workflow History	
1	29	29			Updated link in 3.7.2 Social conditions page.	Workflow History	
1	28	28			.	Workflow History	
1	27	27			.	Workflow History	
1	26	26			Changes of names as coordinating contact persons for the different people processes	Workflow History	
1	25	25			Small name update	Workflow History	
1	24	24			small change	Workflow History	
1	23	23			small updates	Workflow History	
1	22	22			updated links	Workflow History	
1	21	21			updated links	Workflow History	
1	20	20			removed image	Workflow History	
1	19	19			removed an image	Workflow History	
1	18	18			Updated links for Development talks and performance evaluations and MeTalk. Tagged to all sub chapters in 3.7.	Workflow History	
1	17	17			updated links	Workflow History	
1	16	16			changed link	Workflow History	
1	15	15			updated link	Workflow History	



Governance

Only Pro SA:
 Global process Changes
 Structure
 Technology

All:
 Authors
 Approvers
 Local Pages (non Global)
 Suggest Improvements



Governance Challenge

Only Central:

Terms

Linked Pages

Approvers

Authoring Page Changes

Local Governance:

Authors (Security Group)
















Local pages(No Term)

Tip

Make use of Enterprise Glossary

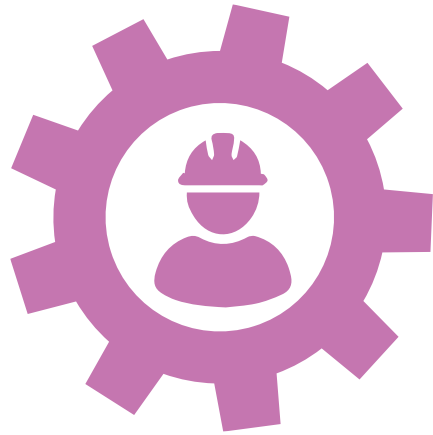
Easy links to Pages

Document Type	Site	Unit/Factory	Author	Process
Form	Service Office Poland			3. Enable Processes
Guidelines	IKEA Industry AB			2.5 Deliver
Routines and Procedures	IKEA Industry AB			3.8 Manage Sustainability
Manual	IKEA Industry AB			3.3.3 IT/IS Instructions & Manuals
Manual	IKEA Industry AB			2. Core Processes 3. Enable Processes 3.11 We Purchase 3.2 Manage Finance 3.2.1 Manage Finance 3.2.1.1 General Finance 3.7.6 Payroll Administration 3.9.6.2 Prepare 3.9.6.5 Machine Procurement 3.9.7.2 Prepare 3.9.7.4 Machine Procurement
Work Instruction	IKEA Industry AB			3.2 Manage Finance 3.2.1.3 Budget 3.2.1.4 Manage Assets 3.9.7 Investment Process

IKEA Industry		Properties	Enterprise Glossary
	System		Enterprise Properties
	Permissions		Queryable Properties
	Settings		Property Sets
	Features		Targeting Properties
	Properties		Enterprise Glossary
	Business Profiles		Categories
	Shared Links		Recycle Bin
	Dashboard		

Conclusion

List View Limit
Page Management



omnia

SharePoint core

User Friendly

Easier Processes

Publishing

Lifecycle

Growing and Improving

Thank you !

Questions ?