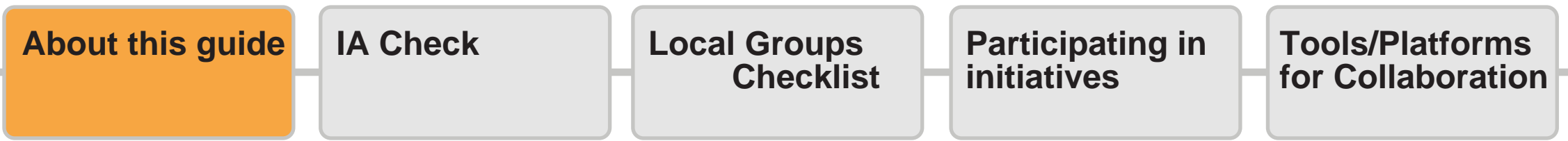
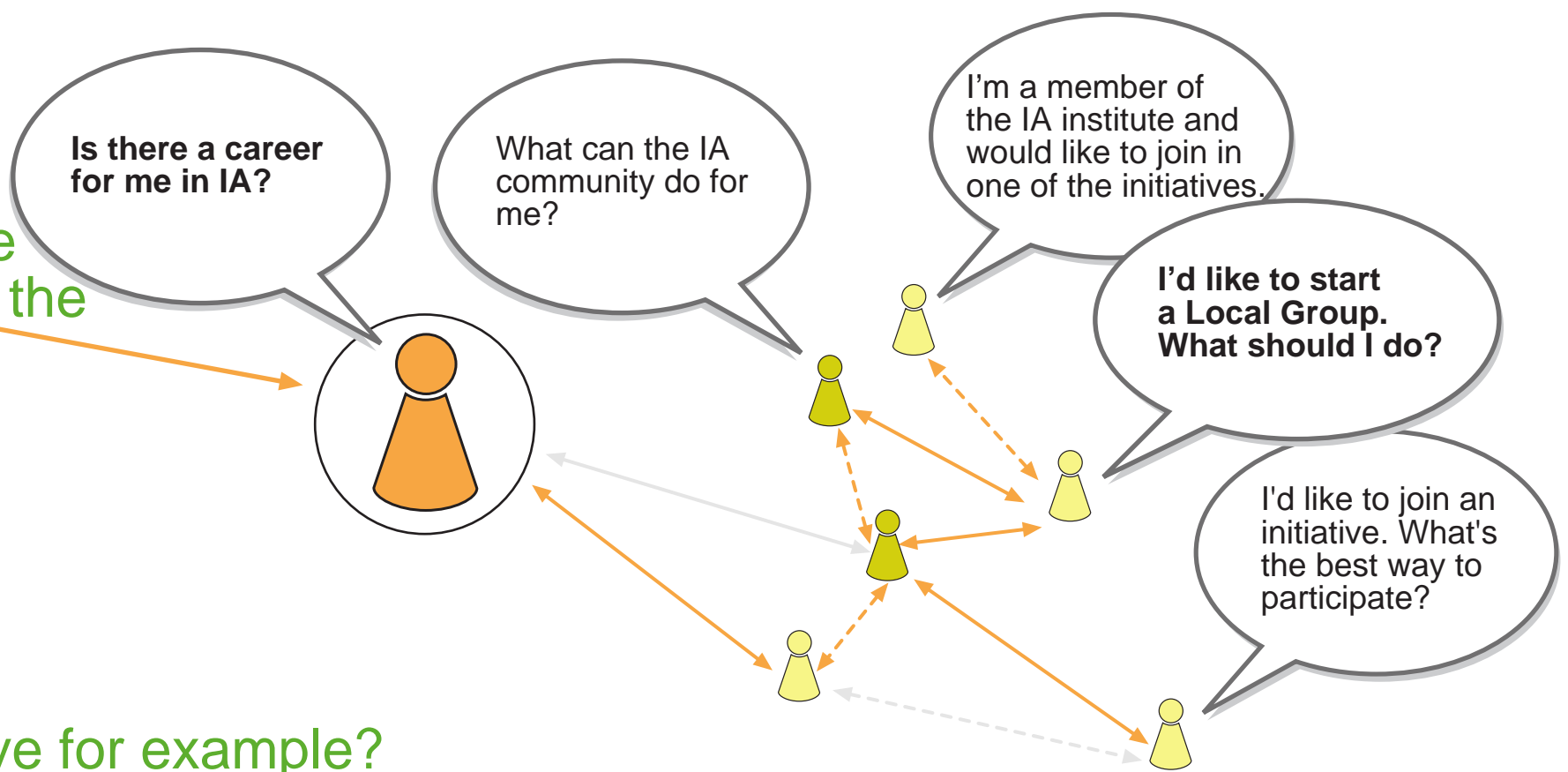


# IA Network Guide V0.8 Beta

## About this guide

This guide is for **1. YOU**, **2. people** that are interested in the field of IA and **3. members** of the IA Institute to answer some questions about...

- Who's an IA?
- What are local groups?
- How do IAs network and collaborate?
- What initiatives are currently available?
- How can I join in the initiatives?
- What's the workflow of the translation initiative for example?
- How do existing Tools and Platforms support me in network and collaboration?



**The need for efficient communication**

The demand for more efficient communication continuously grows within our IA community. Currently, we do this through emails, newsgroups or phone calls. However, some issues (eg. networking, identification as an IA, IA initiatives) come up very frequently, and are therefore best answered through documents such as this one.

Note:  
This is still a Beta Version of a guide which is meant to help you in your IA networking. We need your feedback to make it better! Please send us your ideas for this guide to:

**ideas@iainstitute.org**  
subject: "IA Networking Guide"

**Am I an information architect?**

Do you love to organize great piles of documents? Set up an organization scheme for your personal library? Do you admire sites that are easy to navigate? Perhaps you are an IA!

contact  
**membership@iainstitute.org**

**Local Groups Checklist: Creating a Network**

**Overview:** Address the challenges of networking by applying the lessons of three domains: volunteer leadership, project management, and party planning

contact  
**localgroups@iainstitute.org**

**TIA - Translation initiative**

**Initiatives: Quick overview**

**Overview:** Get a brief overview of current initiatives and see the **translation workflow of the TIA initiative** in this version of the Network Guide as an example of an initiative.

contact  
**initiatives@iainstitute.org**  
**tia@iainstitute.org**

**What platforms will support our workflows? - get an overview**

**Overview:** Communicate with local group and initiative team members via Basecamp project collaboration tools, the member directory, topic driven bulletin boards, and email lists

contact  
**operations@iainstitute.org**

About this guide

**IA Check**

Local Groups Checklist

Participating in initiatives

Tools/Platforms for Collaboration

## Am I an information architect?

Many people have asked themselves this question. We often find ourselves alone at the office wondering why we can't fit into any specific department or, after so many evaluations, feel like we're just not doing what it is that we really want to.

The questions below may help you. Once you have completed the form we will recommend some steps that you can take to further your interests, find support and join a community of like-minded people.

Contact us for more information on the Local groups initiative  
[local.groups@iainstitute.org](mailto:local.groups@iainstitute.org)

or download the full document:  
[IAcheck.pdf](#)

Text: Jason Hobbs

1. When looking at a web site, do menus that hold no meaning to you whatsoever leave you in a bad mood?
2. Do you feel that something elusive has been overlooked when your team sketches an entire website on a white board in a one-hour meeting and then promptly leaves to go and build it?
3. Do you sound like a stuck record, always pushing for the above meeting? (Your team members sigh and roll their eyes.)
4. Upon moving to a more strategic department, did you feel that you were getting closer to what you needed to be doing, but missed the hands-on stuff? Did you carry on drawing connected circles and boxes and arrows on sketch pads?
5. Do you find yourself running between the designers, the programmers, the writers and the account executive trying to hold a unified vision together?

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

 [Download the full IA Check.pdf from the IAI website](#)

By now you should have a good idea whether or not you may be an information architect - and help is at hand. Many people have started their careers as IAs in just this way. They have gone on to enjoy many happy years getting paid to do just what they wanted to do, becoming more formalised and proficient along the way. Many more happy hours await you, trying to explain to your family and friends just what information architecture is.

### Here's how we can help:

The Information Architecture Institute website has a number of useful resources (<http://iainstitute.org/>):

- Events calendar, newsletter & email discussion list
- IA Library & educational resources
- Job board
- Tools
- Member directory
- Resources for starting a local community
- Mentoring program
- Progress grants
- Volunteer opportunities

### Getting started: available in our library

- Introduction to Information Architecture  
e.g. Becoming an Information Architect – Sacha Cohen
- Information Architecture Tutorial
- Information Architecture Glossary
- The Elements of User Experience (PDF)
- What an Information Architect Does (PDF)

There is enormous satisfaction to be gained just from participating in a community. We would love your voice to be added to ours.

# IA Network Guide V0.8 Beta

- About this guide
- IA Check
- Local Groups Checklist**
- Participating in initiatives
- Tools/Platforms for Collaboration

Organize a project

Keep a good attitude

Reach out to like-minded individuals

**Organize an event**  
 Face to Face Meetups  
 More Ambitious Events  
 Virtual meetings  
 Meeting in person is important, but if there are few IAs in your locale, consider starting a virtual community. It can be organized around a project, a topic, or planning a future event. Decide what "success" means to you. An event with 3 people or 20? One good conversation? Enthusiasm and the next event scheduled?

Weblink:  
[www.iainstitute.org/localgroups](http://www.iainstitute.org/localgroups)  
 Contact us for more information on the Local Groups initiative  
[local.groups@iainstitute.org](mailto:local.groups@iainstitute.org)  
 or download this document:  
[All - Local\\_groups.pdf](#)

- 1 Am I an Information Architect?
- 2 Find a Network (Member Directory document to be developed)
- 3 Create a Network
- 4 Hold a Redux; Tools
- 5 Connect to Others (document to be developed)

Text: Stacy Surla

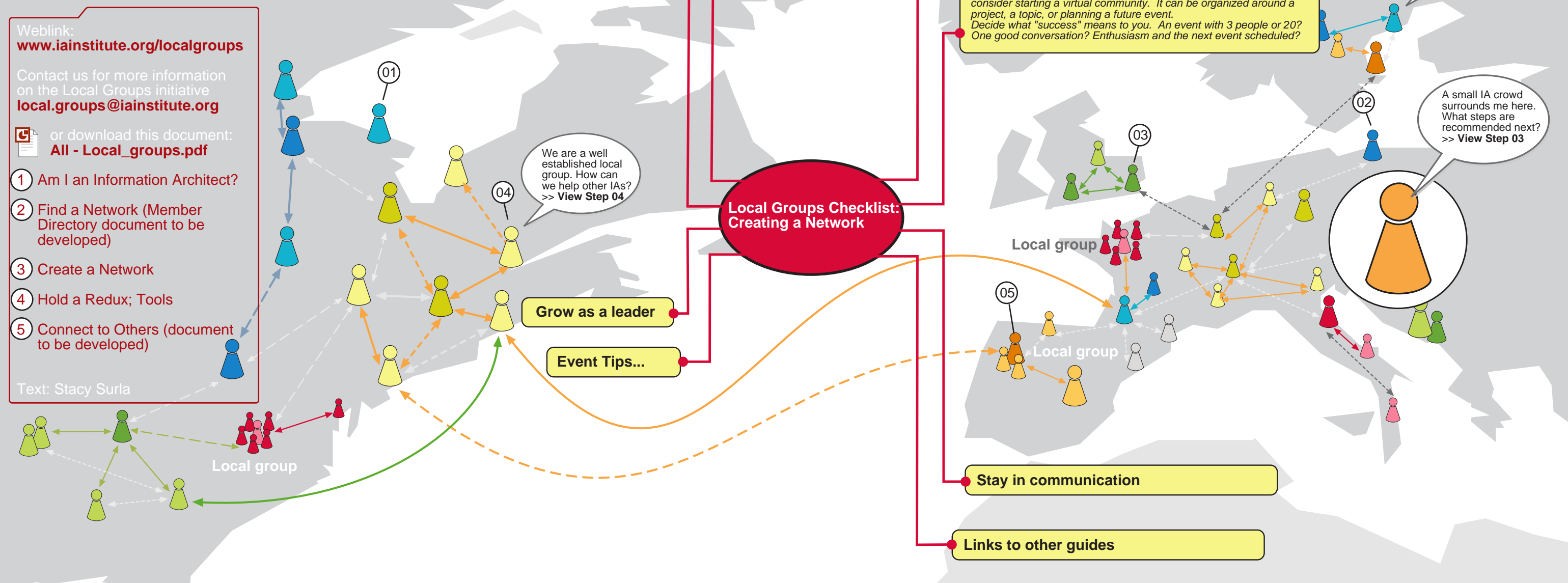
## Local Groups Checklist: Creating a Network

Grow as a leader

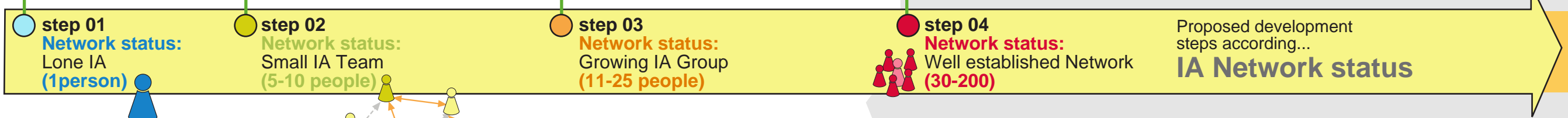
Event Tips...

Stay in communication

Links to other guides



Steps according to IA network status	
<p><b>01 Unconnected</b></p> <p>A person is doing work in the IA domain, but is not aware of the discipline</p>	<p><b>02 Looking for a Network</b></p> <p>A person wants to find an affinity group, though not necessarily start one</p> <ul style="list-style-type: none"> <li>A To discuss and learn with others</li> <li>B To participate in projects or events</li> <li>C For self-service resources and job information</li> </ul>
<p><b>03 Starting a Local Group</b></p> <p>A person or small number of people want to start up a local group</p> <ul style="list-style-type: none"> <li>A To discuss and learn with others</li> <li>B To participate in projects and events</li> <li>D To network with others for jobs, contracts</li> </ul>	<p><b>04 Expanding Activities</b></p> <p>A group wants to establish itself more firmly or take on larger projects</p> <ul style="list-style-type: none"> <li>A, B, C, and D above</li> <li>E To reach out to new people</li> </ul>
<p><b>05 Connecting with Other Networks</b></p> <p>A group wants to take on global projects, carry out joint projects with other networks, or mentor other groups</p> <ul style="list-style-type: none"> <li>A, B, C, D, etc.</li> </ul>	



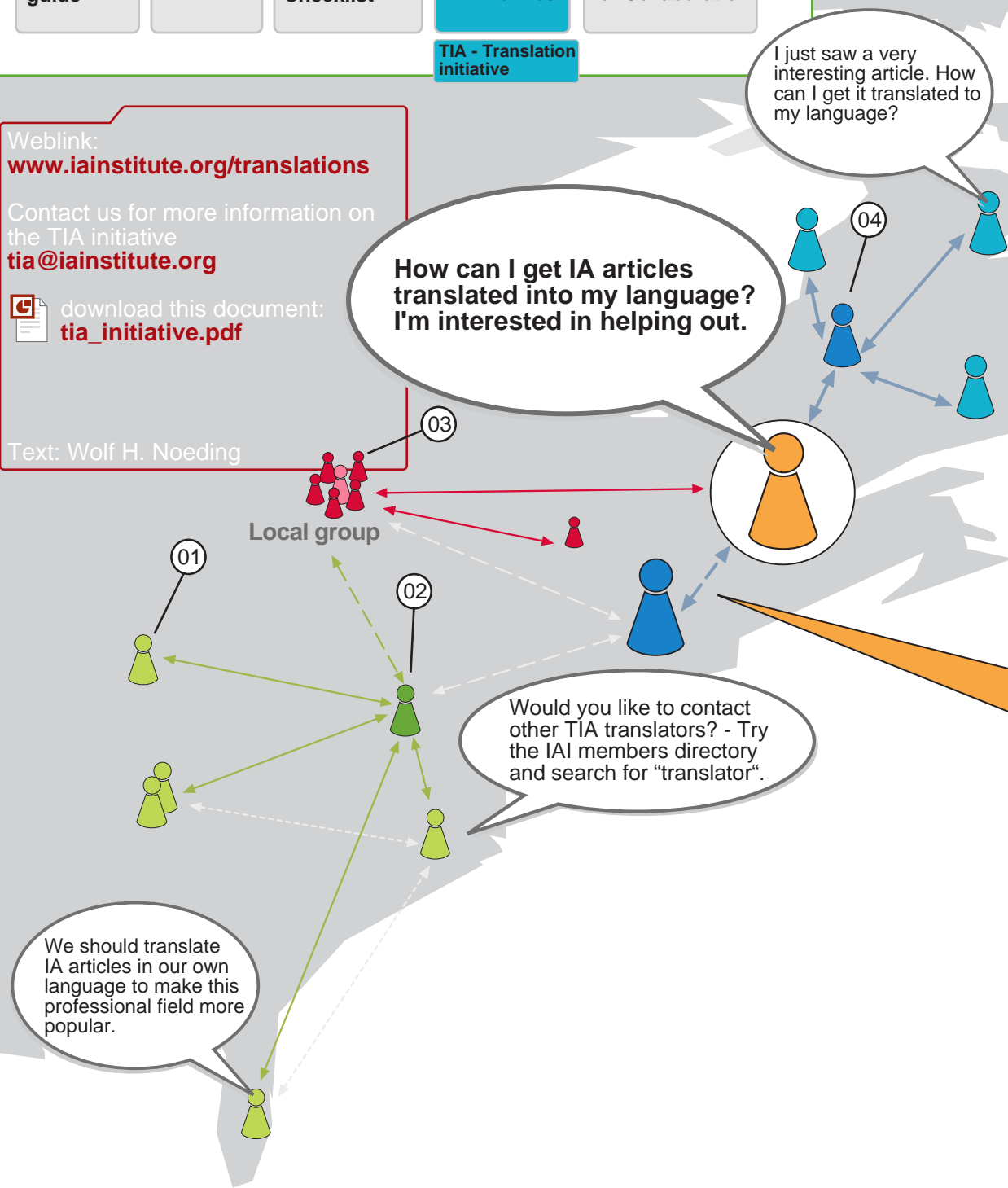
**TIA - Translation initiative**

Weblink:  
[www.iainstitute.org/translations](http://www.iainstitute.org/translations)

Contact us for more information on the TIA initiative  
[tia@iainstitute.org](mailto:tia@iainstitute.org)

download this document:  
[tia\\_initiative.pdf](#)

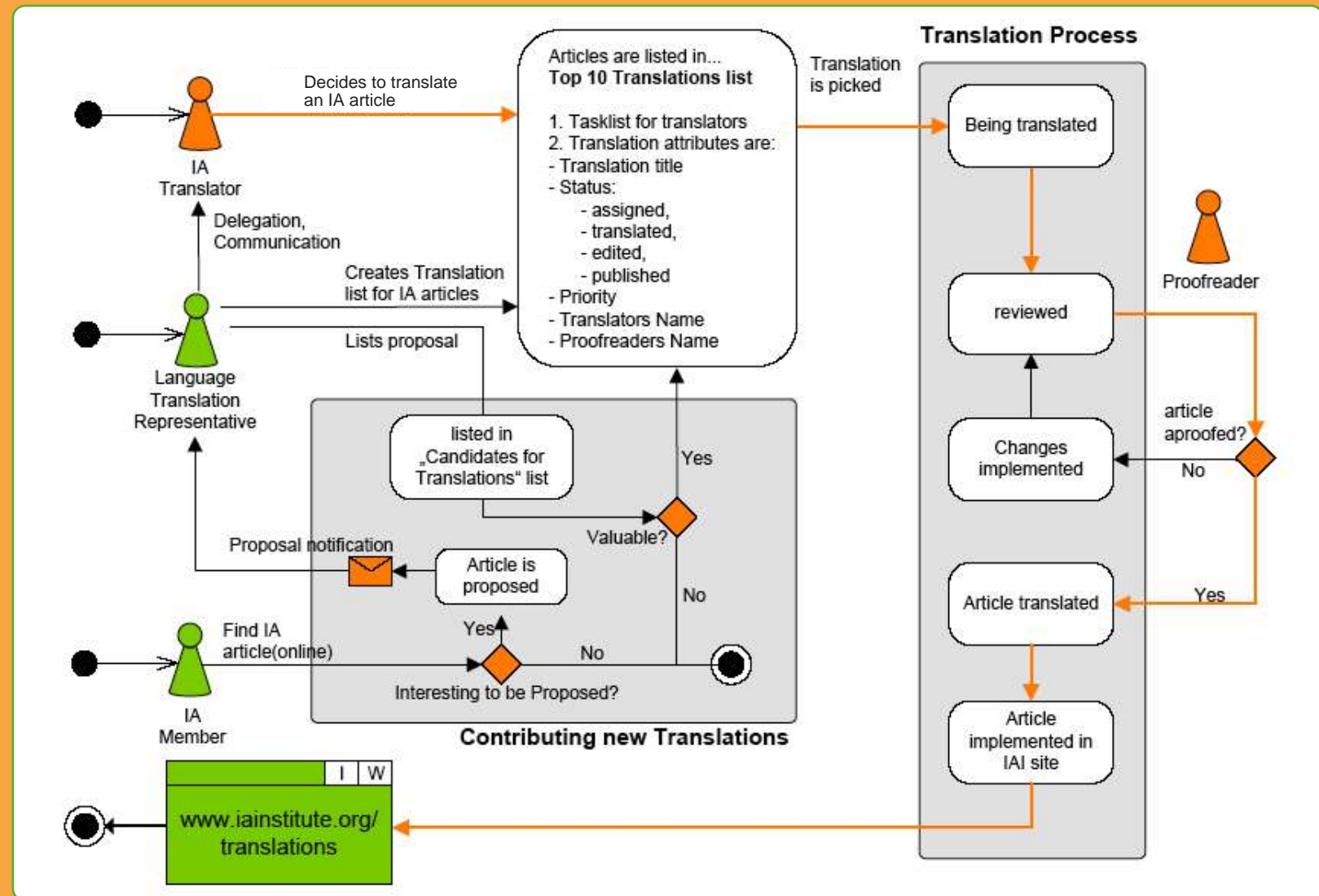
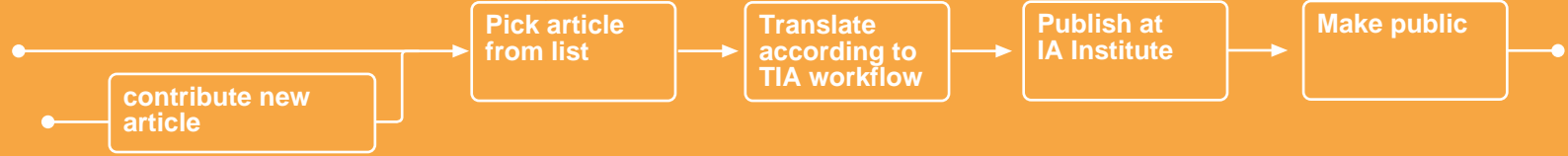
Text: Wolf H. Noeding



## I'll explain The TIA <sup>Translation of IA articles</sup> Workflow...

These are some frequently asked questions:

- Who should translate IA articles? - **You!** - if you're interested in the IA field and want to volunteer. (It's important for other IAs around you and it starts the communication process about this speciality.)
- When is an appropriate time to start with translations? - Right now. Ask your language representative for details.
- How is the quality of translations guaranteed? - With iterative rounds of proofreading.
- What competences do I need? - You need to be fluent in English and your own language.
- Which articles will be translated? - You and your language representative pick articles from the translations list.
- Where can I learn more about the translations workflow? - The following is our translation workflow (first simple then detailed). If you're interested in joining the TIA (Translation of Information Architecture) read it and contact the translations team at [tia@iainstitute.org](mailto:tia@iainstitute.org)



Do you have any more questions? Please, Contact the IAI translations team under [tia@iainstitute.org](mailto:tia@iainstitute.org).

- Steps according to IA network status (see local group)**
- 01 Start with translating the IAI home page into your language. It'll make it easier to work with other IAs who speak your language.
  - 02 Create a Top10 translations list for your team. It is also possible that you exchange your list ideas with other IAs in your language group. Then delegate translation projects to interested IAs and newbies.
  - 03 Explain Translations workflow to all members in your network. Define individual projects in your country. Create content in your language that can be retranslated into English.
  - 04 TIA: Join the new IA discussion forum and create/discuss IA deliverables (worth translating). Find effective communication platforms for the growing projects & translations team.

# IA Network Guide V0.8 Beta

- About this guide
- IA Check
- Local Groups Checklist
- Participating in initiatives
- Tools/Platforms for Collaboration

Contact us for more information on the IAI website [operations@ia institute.org](mailto:operations@ia institute.org)

or download the full document: [IA\\_quick\\_guide.pdf](#)

Text: Noreen

Is there a platform that supports our local group?

IA should be more popular in my country. I therefore will vounteer in the translations initiative.

I'd be very interested in finding a job in the field of IA.

I found some very good information sources which I bookmarked.

**"My basic information needs as an IA"**

Try: [www.XING.com](http://www.XING.com)  
[www.Linkdin.com](http://www.Linkdin.com)  
[www.basecamp.com](http://www.basecamp.com)

"I want to Network with IAs"  
 "We're looking for online workspace for our projects"

Try: [Publishing in a Blog](http://www.publishing.com)  
 ...

Try: [www.boxesandarrows.com](http://www.boxesandarrows.com)  
 Podcasts about IA

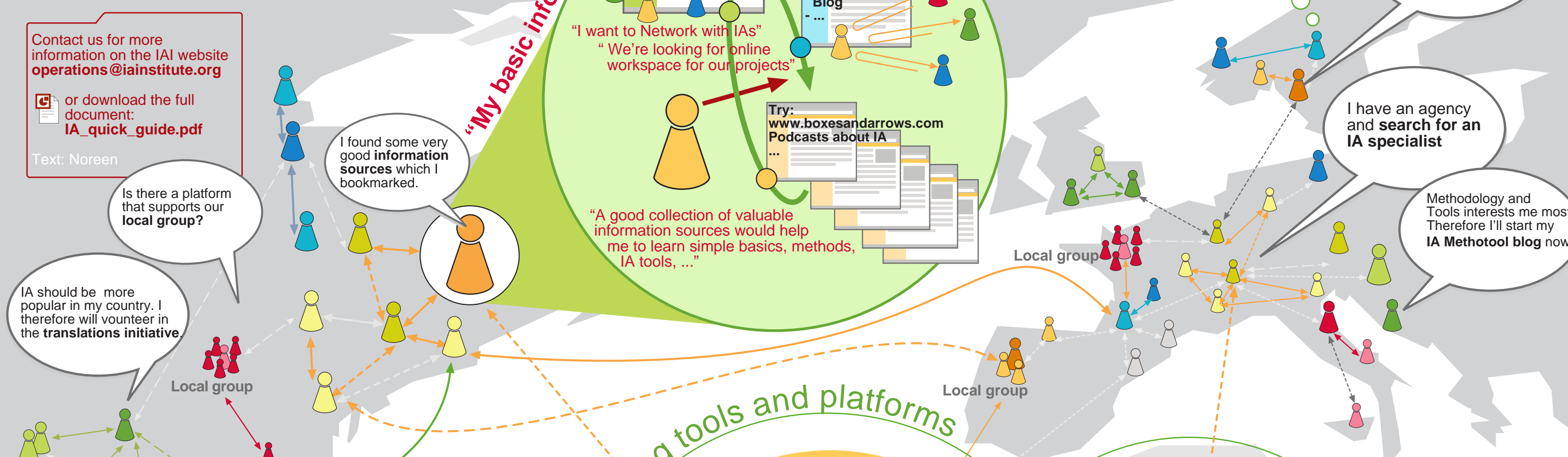
"A good collection of valuable information sources would help me to learn simple basics, methods, IA tools, ..."

**My personal info cloud contains:**  
 My member profile  
 My projects(e.g. TIA)  
 My location  
 My virtual network  
 My local network

I stongly want to communicate and network with other IA members and exchange my experience...

I have an agency and search for an IA specialist

Methodology and Tools interests me most. Therefore I'll start my IA Methotool blog now..



## Supporting tools and platforms

**IA People**  
 Read valuable publications/blogs

[findability.org](http://findability.org)    [louisrosenfeld.com](http://louisrosenfeld.com)  
[www.euroia.org](http://www.euroia.org)    [www.boxesandarrows.com](http://www.boxesandarrows.com)  
[www.peterboersma.com](http://www.peterboersma.com)    [livlab.com](http://livlab.com)  
[www.alistapart.com](http://www.alistapart.com)    <http://www.brugaropplevingar.com/>  
<http://peterme.com/>    [www.euroia.org](http://www.euroia.org)  
<http://informationsarkitekt.blogspot.com/>  
<http://www.reloadde.com.au/main/4.0/entries/index.php>  
[www.euroia.eu](http://www.euroia.eu)  
[www.hyperorg.com/blogger/](http://www.hyperorg.com/blogger/)

**Platforms supporting IA Networking**

[www.xing.com](http://www.xing.com)    [www.itunes.com](http://www.itunes.com)  
[www.linkedin.com](http://www.linkedin.com)    [www.odeo.com](http://www.odeo.com)  
[www.flickr.com](http://www.flickr.com)  
[www.frappr.com](http://www.frappr.com)  
[www.Blogger.com](http://www.Blogger.com)  
[www.typepad.com](http://www.typepad.com)  
[www.wordpress.com](http://www.wordpress.com)  
[www.googlemap.com](http://www.googlemap.com)

**IA Institute website**  
[www.ia institute.org](http://www.ia institute.org)

[www.asist.com](http://www.asist.com)    <http://www.aec.at/de/festival2005/podcasts/podcasts.asp>  
[www.iawiki.net/](http://www.iawiki.net/)  
<http://www.informationdesign.org/>  
[www.openbc.com/net/infoarch/](http://www.openbc.com/net/infoarch/)

**Del.icio.us**  
[www.craigslist.com](http://www.craigslist.com)

Visit Sites associated to the field

- Local IA Groups
- Current Projects
- TIA Translations
- IA Job Board
- IA Tools
- Member Directory
- IA Glossary
- IA links

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