

Method overview

Subject **General methodology**

Purpose of the Synopsis Present the structure of the Praxeme methodological corpus.

To this end, this document introduces the main structures that make up the method.

Key words Praxeme, method, structure, product, procedures, process, Organum, PRO3, catalog

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Methodological reminders

The Praxeme methodological corpus is composed of:

- Guides, which provide the fundamentals of a subject or a domain;
- Procedures and methods, defined as “ways of doing something, operational modes to execute a task”¹;
- Processes, which describe the sequence of activities and the organizational measures that accompany them.

Outside of the method, the Praxeme open corpus contains models and pedagogic material.

Document protection

The initiative for an open method rests on voluntary work and the pooling of investments between contributors. It aims to develop and disseminate an open, royalty-free method. Its dynamics only works if this spirit is maintained in the way the documents, which have been made available to the public, are used. This is why the documents are protected with a “creative commons”² license, which authorizes the use or reuse of all or part of a document from the Praxeme corpus, the only condition being that the source is quoted. The same conditions should also apply to any documents likely to be derived from Praxeme content. They must refer to the “creative commons” and feature the appropriate symbols:



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Document history

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¹ Cf. Thesaurus section on the Praxeme Institute website: <http://wiki.praxeme.org/index.php?n=Thesaurus.Procedure>.

² See the philosophy and license detail at: <http://creativecommons.org/>.



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<http://wiki.praxeme.org/index.php?n=Chorus.Join>

1. The structure of the method

1.1 The Organum

The broadest structure that Praxeme proposes is the Organum³. When applied to the Praxeme Institute, it covers all the elements shared across the initiative for an open method, not only the method itself, but also the communication and training material, as well as the models, tools and other reusable elements.

The present overview only covers the Modus section of this structure, that is to say the method itself (the *modus operandi*).

1.2 The Pro³ schema

The methodology distinguishes between three main dimensions: Product, Process, Procedures and methods⁴.

- The **Product** dimension describes the field of study: the enterprise, the system, whatever its type.
- The **Process** dimension focuses on the production activities that build or transform the Product. In the logic of Praxeme, it appears quite natural to first describe the “what” before deciding on the “how”.
- The Process is an answer to the question “how?” at the collective level. The method must also answer this question at an individual level. This is done in the **Procedures and methods** dimension.

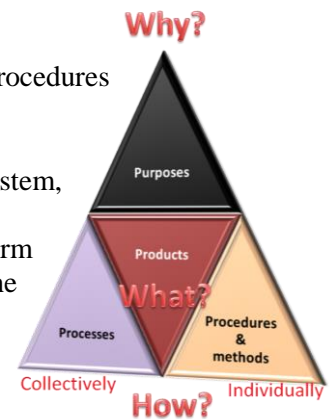


Figure PxMDS-00_1. The Pro³ reference system

These three dimensions make up the reference system that enables us to locate all the components of the method. We call it the “Pro³ reference system” (or “Pro³ schema”).

The question “why?” sits atop these three components of the method. It is expressed through the justifications given in the methodological documents.

1.3 The Enterprise System Topology

In its broadest form, the Product takes the shape of the Enterprise System (an enterprise or a group of enterprises that we approach as a system). The Enterprise System Topology is the reference framework that the Praxeme method is built on. It provides a lens with which to approach the enterprise, which it sees through several aspects⁵.

2. The catalog of the method

The PxMDS-00 overview only covers the Modus section. The corresponding catalog solely assembles the method documents. The complete catalog is available in the form of a table⁶. It mirrors the composition of the Modus section on the website, where the documents can be found in their approved versions. Intermediary versions, as well as the sources, are available in the area reserved for members of the Praxeme Institute.

Individual documents can be found:

³ The Organum and its uses are discussed in the procedure data sheet PxPCD-01.

⁴ The French formula is: “*Produits, Processus, Procédés*” and has been translated into English so as to keep the designation.

⁵ See the General guide, ref. PxMDS-01.

⁶ See the referenced document PxMDS-00x.

- either by navigating through the wiki from the Modus section;
- or by entering the document reference into the “search” box.

2.1 General methodology

The first section of the catalog regroups those documents of a broad scope. The pivot is the General guide, which explains the fundamentals of the Praxeme method and provides a full panorama.

These documents can be identified with the letters “MDS”, short for Modus. The full code is “PxMDS” followed by a number.

2.2 Enterprise System aspect guides

The next section is arranged according to the aspect criterion, as defined by the Enterprise System Topology. It therefore contains seven main guides, referenced from PxPRD-10 to PxPRD-70. “PRD” is short for “Product”. More specialized documents fit in between these guides, again focusing on a given aspect. These guides form the basis of the methodology. There is no content on how to work, but only an in-depth analysis of the material to create or to transform, the “What”.

2.3 Implementation and process guides

The “Process” section contains everything connected to the organization and development and transformation activities. This topic can take the form of methodological or process guides (code “PxPCS”). This is where the question of the relationship between Praxeme and other industry standards or processes on the market is discussed.

2.4 Procedures by aspect

The practical part of the method is composed of procedures. The procedure sheets all have the same format and structure.

These documents are organized by two separate structures:

- the Enterprise System Topology, when the result of a procedure comes within a given aspect;
- an activity typology, for the procedures that cannot be assigned to one aspect.

The former have the code “PxPCD”, completed by a number whose first digit refers back to the aspect.

2.5 Procedures by activity type

The activity typology retained covers:

- the development activities, which produce elements integrated into the Enterprise System but which cannot be associated to one aspect in particular (for example, a documentation procedure or an interview technique procedure);
- the management activities, obviously transversal;
- the accreditation, quality, verification, certification activities...
- the equipment or support activities, which provide support to the aforementioned activities (support, training, tooling, project logistics...)

2.6 Forms

The forms accompany the method and are associated to a type of element to be described or produced (Product dimension), to the way work is conducted (Process dimension) or to a procedure. Their identification code therefore indicates their position within the Pro³ reference point: three letters for the dimension and two digits indicating the aspect, as well as the category.

Each form has an instruction manual. The code for the former ends in the letter ‘f’, preceded by the underscore character; the latter ends in the letter ‘m’. The forms and instruction manuals are distributed in all three sections of the catalog.

3. Catalog updates

The catalog PxMDS-00x is structured *a priori*, as described in this overview. It identifies the documents required to cover the scope of the method and provides the development plan. It is updated as and when necessary, especially regarding the less stable sections which collate the procedures.

The Praxeme Institute manages the catalog and publishes it on its official site.

4. Other documents linked to the initiative for an open method

Outside the method in its strictest sense, the initiative produces other material that can help enterprises with their methodological transition or with their transformations. This material is classified in accordance with the Organum (cf. the procedure sheet PxPCD-01). In particular:

- Opus (the works): section containing the generic or reusable solutions (generic models, ready-to-use architecture...);
- Syllabus: material linked to the communication around the initiative (conference or training supports, articles...).

Figure PxMDS-00_2. Summary of the codes

Code	Signification	Illustration
PxMDS	Modus = the methodology	Documents of a broad scope. E.g. the catalog, the general guide
PxPRD	Product (a Pro ³ dimension)	Documents focusing on a given aspect or addressing a question that pertains to a single aspect of the enterprise
PxPCS	Process (a Pro ³ dimension)	Documents dealing with organization and processes related to the enterprise transformation
PxPCD	Procedures & Methods (a Pro ³ dimension)	Procedure sheets describing modeling techniques and all sorts of specific methods

Figure PxMDS-00_3. The method structure as it appears in the catalog spreadsheet

PxMDS ##	General methodology	
PxPRD ##	Product dimension	"approach"
PxPCS ##	Process dimension	"process"
PxPCD ##	Procedures & Methods dimension	"how-to sheets"