

Information Architecture Template

Systems & People Operations — Sample Template

How to Customize

Add, remove, or rename sections to match the company's actual functions — the goal is one system with clear ownership, not this exact list. Every section should have a named internal owner before the workspace goes live, so the structure doesn't depend on any one outside person.

Top-Level Sections

Section	Owner	Access Tier	Description
Company Hub	Chief of Staff	Company-wide	Mission, org chart, key policies
People	Head of People	Company-wide	Onboarding, PTO, handbook
Finance & Legal	Finance Lead	Leadership-only	SOPs, contracts, expense policy
Product & Engineering	Head of Product	Department	Specs, roadmaps, technical docs
Investor Relations	CEO / Chief of Staff	Leadership-only	Board decks, cap table, updates
Archive	Chief of Staff	Company-wide	Deprecated content, kept for reference

Naming Conventions

- Use Title Case for page names; avoid abbreviations
- Prefix dated documents with YYYY-MM
- Tag every page with an owner and a last-reviewed date

Access Tier Definitions

- Company-wide — visible to all employees
- Department — visible to the owning department only
- Leadership-only — visible to the exec team and above

Handoff Note

Before wrapping up, confirm every top-level section has a living owner who knows they own it — not just a name on this sheet.