

# ROADMAP TO DITA



# Roadmap to DITA



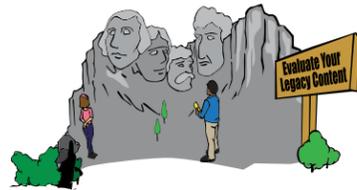
## Build Your Business Case

A properly prepared business case evaluates proposed costs and benefits, obtains senior management support for a content management initiative, and obtains adequate funding to move ahead with implementation. Let Comtech assist you with the information you need to make informed decisions and present findings for further departmental support.



## Create Your Information Model

Information Models provide a specification for your information developers that will guide content structure, development, and organization. A well-defined Information Model provides the foundation for your authoring guidelines and the implementation of content management in your organization. Our experts make sure you are well informed to make the architecture decisions that best fit your needs.



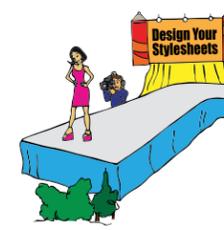
## Evaluate Your Legacy Content

Prior to moving into a content management system, take the time to review your existing content. Is it consistent and well-structured? Or is it redundant, disorganized, and superfluous? Can you apply rational information typing? Or do you see a jumble of mixed content of unclear purpose? Let our experienced professionals help you with the evaluation process.



## Select, Buy, & Install CMS

Our firm has relationships and experience with our industry's leading content management systems vendors. We are tools-agnostic and can help guide you through the process of writing requirements, calling for requests for proposals, analyzing the demos, and selecting the CMS that is right for your organization. We can help you through the installation process from both a management and tools perspective.



## Design Your Stylesheets

Stylesheets are needed to transform XML/DITA source into output. Because each rendering application is different, each distinct output type requires a different transform and a different formatting stylesheet. Comtech has in-house skills in the various transform and stylesheet languages needed to output technical publications, including XSLT, XSL-FO, and CSS3.



## Conduct Your Pilot Project

We recommend conducting a pilot project to test the entire planned implementation, including process, architecture, procedures, and tools. We have been through many successful pilot projects and will steer your team toward best practices and away from potential pitfalls.



## Measure Productivity

The efficiency and cost savings you reap, as well as your overall success, need to be communicated in concrete numbers. Let us help you develop a metrics plan. By collecting the right data early in your project, you'll be in a good position to communicate your tangible success to project stakeholders.



## Enterprise Roll-Out

After the pilot project and its evaluation, you'll be ready to extend your initiative to the rest of the enterprise. From optimizing your DITA environment to change management to training, we can help ease this transition.



## Celebrate Your Success with Comtech

Comtech is dedicated to helping organizations provide quality information that is relevant to its users. We will be there to guide you every step of the way and look forward to celebrating your success!

## How Comtech Supports You

### Books

Dr. JoAnn Hackos has contributed many publications to the community:

- Content Management for Dynamic Web Delivery
- Information Development: Managing Your Documentation Projects, Portfolio, and People
- Introduction to DITA: Second Edition – A User Guide to the Darwin Information Typing Architecture Including DITA 1.2
- Managing Your Documentation Projects
- A Practical Guide to XLIFF 2.0
- Standards for Online Communication
- User and Task Analysis for Interface Design

### Conferences

Comtech and its sister organization, the Center for Information-Development Management (CIDM), host a tri-annual conference series:

- Content Management Strategies/DITA North America is the premier conference for managers and CM professionals to learn from teams that have implemented content management systems in their organizations.
- Best Practices is geared primarily to information-development managers and those interested in learning from experienced managers who are adept at solving difficult problems and moving their teams ahead.
- DITA Europe is designed for those who are interested in implementing XML, DITA, or learning more about this standard for topic-based authoring.

Two additional online conferences address narrow focused topics on trending issues in information development.



### Consulting

Since 1978, Comtech has helped customers worldwide provide effective products and information to their customers and employees by providing outstanding services in content management, customer studies, and process transformation.

### Workshops

Comtech provides a variety of practical, effective workshops that can be offered publicly or inhouse, tailored to fit your company's requirements. All workshops feature customization to include your company's information.

- Advanced Publishing for DITA
- Advanced Reuse Strategies
- Applying Agile Project Management to Information Development
- Content Management Strategies
- Creating an Effective Information Taxonomy
- Developing a Web and Mobile Content Strategy
- DITA Boot Camp
- DITA for Learning and Training
- DITA Getting Started
- Information Modeling for Topic-Based Authoring
- Managing Your Documentation Projects
- Minimalism: Creating Information People Really Need
- Minimalisme: Créez l'information dont on a vraiment besoin
- Optimizing the DITA Authoring Experience
- Structured Authoring for DITA
- User and Task Analysis for Information Design

# Pitfalls



## Lapses in Collaboration

Enrich your information development process with a strong collaborative infrastructure. Define your collaboration strategy early in the implementation to strengthen your organization.



## Inadequate Resources

Have you built a business case that ensures you have the resources you need to make your project a success?



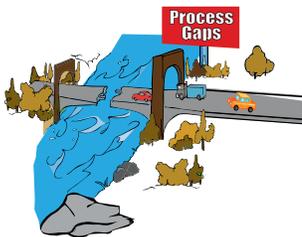
## Training Shortfalls

Moving to DITA means more than shifting to a new toolset. Invest in training your organization in the process, methodology, and tools to ensure a successful project.



## Lack of Management

Does your project lack adequate support from upper management? Do you have a project champion who is influential in the larger organization? Without this support, your project may be jeopardized, especially when the inevitable pitfalls occur.



## Process Gaps

A topic-based architecture requires many more moving parts. Take the time to implement a working flow to your information development and management process.



## Inadequate Tools

Sometimes groups rush into a tools purchase without due diligence. Don't let this be you! Take the time to define your needs and requirements first. Maybe you inherited tools? Comtech can help to determine if they can be made to work for you.



## Frankenstein Publishing

Is your publishing pipeline a cobbled together, tenuous solution? We can work together to streamline and optimize your pipeline.