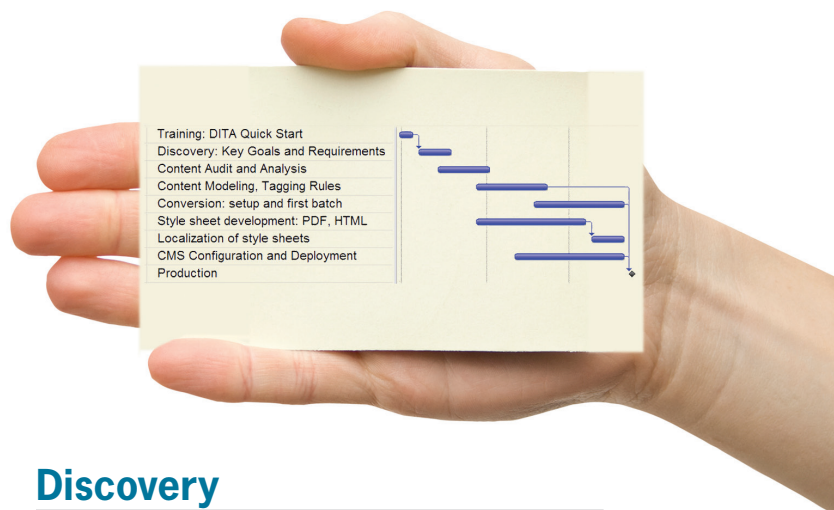


## CONTENT LIFECYCLE IMPLEMENTATION

Doing it right means covering all your bases. Content Lifecycle Implementation is the comprehensive and proven process you need for smooth, successful transition to DITA and ensuring your ROI.

Implementing DITA is a team effort. You need a reliable coach who knows the game plan and will help you call the right plays. Suite Solutions is on your side with the roadmap leading to successful implementation of DITA XML-based authoring, management, localization and publishing.

- DITA Quick Start training
- Discovery: Key goals and requirements
- Content audit and analysis
- Content modeling and tagging rules
- Convert documents
- Develop style sheets for publishing
- Tool configuration and deployment
- Production



### DITA Quick Start Training

There are many new skills your team needs to master. It doesn't happen overnight, but a solid foundation based on best practices is crucial. Suite Solutions will train your writers and information architects effectively, reduce your down time, dispel anxiety and build confidence.

Suite Solutions transfers knowledge to your team by combining theory of practice with plenty of examples and exercises.

- Basic DITA concepts
- Authoring DITA topics and assembling into maps
- Authoring topic-based semantic content using principals of minimalism
- Basics of information architecture, reuse and conditional publishing
- Overview of publishing using the DITA Open Toolkit

### Discovery

For the roadmap to succeed, your destination needs to be clear. Suite Solutions works with you to ensure that key goals and requirements are clear from the start.

- Identify current tools, processes and methods of information deployment
- Identify major pain points, business goals and ROI opportunity
- Internal and external content audiences
- Identify what information is needed and in what contexts of use
- Understand product and content lifecycle with an eye towards reuse

## Content Audit

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Although the DITA standard provides the foundation, you need a content model that performs for you. Suite Solutions consultants help you take a new look at your information, identifying and building the structure needed for a successful migration to DITA and goal-oriented documentation. Following our pragmatic approach, we will:

- Perform a high-level review of existing content
- Identify deliverables and use case scenarios for how people use your content
- Discover where specialization can be beneficial
- Develop requirements for metadata and subject classification
- Pinpoint similar material for reuse: sources and derivative uses
- Assemble reporting and standards compliance requirements

## Content Modeling

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- Develop a content model for semantic tagging, metadata and conditionalization
- Formulate tagging rules and policy
- Develop specializations and constraints where needed
- Build information architecture for content development and reuse
- Develop strategy for organizing maps, relationships, content references and keyrefs with goal of re-purposing content
- Updated processes and design workflow

## Convert Documents

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Starting off on the right foot with familiar content tagged in DITA provides a benchmark for success. We use the conversion process as a real-life exercise to help your team understand the evolution between your current documents and the new DITA content.

- Develop mapping rules between legacy content and your content model
- Formulate specifications for migrating conditional tagging (profiling), variables, metadata and other content elements
- Prepare pre- and post-conversion checklists
- Convert content to DITA topics and maps based on the conversion specifications

## Develop Style Sheets

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- Identify detailed formatting requirements for required output formats based on your corporate branding guidelines: PDF, HTML, help, mobile devices, dynamic web, training
- Document specifications that will result in XSL-FO and XSL style sheets
- Develop style sheets using industry best practices
- Localize the style sheets to support all required languages

## Tool Configuration

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- Configure the CMS to support the new metadata model and workflow
- Customize authoring tools to support the information model and specializations
- Optimize authoring tools to make authoring more efficient and promote consistency

## Production

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- Deploy the configured CMS and authoring tools
- Deploy the style sheets for publishing
- Import content into the CMS
- Validate the entire authoring, localization and publishing process
- Toast your success!