

# DITA Quick Start

## Professional Guidance for Your Successful DITA Implementation

Implementing DITA is a team effort. You need a reliable partner who can guide you through every stage of your DITA implementation and get it right the first time. DITA Quick Start is the comprehensive and proven service package that ensures your smooth, successful transition to DITA and realization of maximum ROI.

### Your Roadmap for Success

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Suite Solutions is by your side with a roadmap leading to successful implementation of DITA XML-based authoring, management, localization, and publishing.

- Training for authors and information architects
- Discovery: key goals and requirements
- Content audit and analysis
- Content modeling and tagging rules
- Document conversion and migration
- Style sheet development for multi-channel publishing
- Tool configuration and deployment
- Ongoing support

### DITA Quick Start Training

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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 downtime, dispel anxiety, and build confidence. Suite Solutions transfers knowledge to your team by combining theory with practice, including plenty of examples and exercises.

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

### Discovery

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For the roadmap to succeed, your destination needs to be well defined. 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 opportunities
- Plan for internal and external content users
- Identify which information is needed in each context
- Understand product and content lifecycle for maximum reuse of content

### Content Audit

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Beyond the foundation of the DITA standard, you need a content model that is right for your organization. Suite Solutions' consultants help you take a new look at your information, identifying and building the structure you need for a successful migration to DITA and goal-oriented documentation. Following our proven, 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, including sources and derivative uses
- Assemble reporting and standards compliance requirements

## Content Modeling

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To ensure that your content modeling will form a secure basis for all your future documentation efforts, we will:

- 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 a strategy for organizing maps, relationships, content references and keyrefs with the goal of repurposing content
- Update processes and design workflow

## Convert Documents

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Tagging familiar content 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. Together with your team, Suite Solutions consultants will:

- 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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The endgame is delivering effective content to your audience in the right format. Your multi-channel publishing deliverables must conform to your corporate branding and style guidelines. We work with you to ensure that your new document deliverables meet your needs in every respect. Together, we will:

- Identify requirements for your various output formats: PDF, HTML, online help, mobile output, dynamic web, and e-Learning.
- Formalize specifications that will result in your publishing style sheets
- Develop style sheets using industry best practices
- Localize style sheets to support all required languages

## Tool Configuration

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Your DITA content does not exist in a vacuum. We work with you to ensure that all your tools and systems are integrated with the new DITA toolset. Our team will:

- 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
- Integrate your CMS with other relevant systems such as PLM, CRM, knowledge base and community collaboration platforms

## Production and Support

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Suite Solutions will stand by your side and assist in the final deployment, ensuring that it goes smoothly. Together, we will:

- 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!