# Project plan example

## Project title

Introduction to DITA (Darwin Information Typing Architecture)

## Date of issue and revision status

January 1, 2021 First draft

## Information goals

The goal of this project is to support new users in learning how to author in the OASIS DITA Standard.

The manual will be designed as a series of tutorials, enabling the new users to practice implementing

each feature of the DITA Standard. The new users will learn the basic structures of the standard

and know when and how to implement each element and attribute of the standard. This project will

provide essential information that will enable organizations to train new users and to support their

implementation of the DITA Standard.

## Project scope

The scope of the Introduction to DITA project will focus on the information required for an author

developing structured content in DITA XML. Additional information will be provided to enable an author or an information architect to prepare an information model that limits the elements and attributes to be used in the organization. Basic information on the DITA Open Toolkit and the process of creating appropriate output from the source content will also be provided.

## Audience profile

It is anticipated that the primary user of the Introduction to DITA will have had no previous experience using XML as an authoring system nor using the DITA Standard. The user has previous experience as a technical author, but does not necessarily have experience creating structured information. It is expected that the users will be unfamiliar with the concept of the topic and the information type.

## Content to be developed

All topics for this first edition will be new topics, as shown in Table 1. Re-use is not being considered.

|  |  |  |
| --- | --- | --- |
| **Topic** | **Information type** | **Reuse** |
| Understanding information types | concept |  |
| Concept information type | task |  |
| Structure elements | reference |  |
| Concept elements | reference |  |
| Task information type | task |  |

## Accessibility requirements

Alternative descriptions of all illustrations will be included in the e-book output to enhance

accessibility. The e-book output will be developed so that it can be accessed on multiple device formats.

All information will conform with the following:

* ISO/IEC 40500:2012, Information technology — W3C Web Content Accessibility Guidelines (WCAG) 2.0
* ISO 9241-171:2008, Ergonomics of human-system interaction — Part 171: Guidance on software accessibility
* ISO 9241-20:2008, Ergonomics of human-system interaction — Part 20: Accessibility guidelines for information/communication technology (ICT) equipment and service

## Translation and localization requirements

The Introduction to DITA will be translated into Japanese. The original XML DITA files will be

communicated to the localization service provider in Japan as soon as the final review and approval is

complete.

## Project deliverables

The primary deliverable for this project is the finished printed manuscript of the Introduction to DITA. The second deliverable will be the e-book version. Included on the corporate website will be the sample files that will be used in the exercises.

## Tools requirements

This project will be written in DITA XML using the standard editing tools in the organization. All files

will be stored in the component content management system. The final PDF production will use the AH system to enhance the DITA Open Toolkit output. The e-book will be produced using the EBook system. All reviews will take place using the review workflow of the component content management system.

## Information reuse strategy

The project tutorial lessons will reuse instructional content to ensure uniformity of instructions.

## Risk assessment

Risks have been evaluated (see Table 2).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Severity** | **Probability** | **Risk Mitigation** | **Severity with mitigation** |
| If one or more writers leave during the project, work will be delayed until a replacement writer is recruited and trained | Medium | High | Normal employee incentive  and compensation schemes  are in place. A relationship is  in place with staff recruitment  professionals | Medium |
| If the DITA standard is not frozen on schedule, information will need to  be rewritten or work will be delayed pending final requirements | Medium | Medium/  Low | Information-development team reviews project status weekly with the software development manager. Writers are reassigned  to other work pending approval of software requirements | Low |

## Schedule

This project is scheduled to be completed by December 31, 2020. Details of the schedule are as follows:

* Complete first draft – March 1
* Complete second draft – June 1
* Usability testing – July 1
* Initial production, indexing – September 1
* Final approval – October 1
* Printing and e-book construction – December 1
* Shipping – December 31

## Estimated project size

We anticipate this guide to be between 350 and 450 pages. We expect approximately 250 topics,

including concept, task, and reference topics.

## Estimated project budget

Based on standard hourly rates for writers, information architect, and project manager, we anticipate a budget for this project of between 70 000 Euro and 100 000 Euro.

## Project team members

Team members include the following:

* Team lead – Kees
* Information architect – Loesje
* Writer – Sam
* Writer – George
* Tester – Johanna

## Project reviewers and approvers

The project topics under development will be reviewed by all members of the project team. Dr. H will

conduct the review.