Abbott Marine

Technical Document Process

Volume 3

Operational Process Definition - "To-Be"



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Objectives of this Document

The objective of this document is to serve as a "teaching tool" for describing the process and system design of the "TO-BE" Technical Document process, and follows the guidelines outlined in the DesignFlowTM Data Collection Guide.

With this as the objective, the design in the document is incomplete. The scope of the document is limited to describing parts of the design to the extent the student will understand the concepts necessary for documenting an entire process and system design.



DesignFlow Analysis Diagram (TO BE)

Process Overview (Process Participant View)

This process begins when a new book needs to be written, or an existing book needs to be revised. It encompasses the writing and editing of the text and graphics, as well as the translation of the book into the target languages. The process ends when the book and all translated books have been built and are ready for shipping.

The process includes these subprocesses:

| Make Book Ass | signment | | | |
|---------------|-------------------------|----------------------|-------------------|-------------------|
| Make Mo | odule Assignment | | Edit & Build Book | |
| | Create Eng. Module | Review/Edit Graphics | | |
| | Create Graphics | 3 | | |
| Make I | Module Translation Assi | gnments | | Rev. & Build Book |
| | | | Translate Module | |

Make Book Assignment: The new book is assigned to a Book Editor who will be responsible for getting the book developed.

Make Module Assignment: The individual modules (chapters) of the book are assigned to different Technical Writers who will create/revise them.

Create English Module: The Technical Writer creates the text, and optionally does his own graphics.

Create Graphics: The Graphics Artist creates artwork as requested by the Technical Writer

Review/Edit Graphics: The Technical Writer reviews or edits the graphics work done by the Graphics Artist.

Edit/Build Book: The Book Editor reassembles the different book modules and builds the book.

Make Module Translation Assignments: The individual modules are assigned for translation into the different target languages



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Translate Module: A translator translates the module (text and graphics)

Review and Build (Translated) Book: The Translation Coordinator checks the translator's work, and when all modules for the book are translated, builds the translated book



Summary of Major Changes from the AS IS Process

- Addition of Assignment Editor Role
- Book Editor assigns individual modules to Technical Writers, not entire books
- Writers can choose to do graphics work themselves
- Writers can send graphics work to the Graphics Artist as a package of 1 or more graphics
- Languages for translation are selected early in the process
- Spelling and stylistic checks are performed automatically by the system
- Translation is done on a module basis
- The editor is responsible for reassembling the book modules and building the book
- The translation coordinator is responsible for reassembling the translated modules and building the translated book(s)
- There is a "Time" system function/role to monitor the process of the modules to schedule and to alert the right roles when things are behind
- The Assignment Editor can review the status of any piece of work in the system
- The Book Editor can reassign work that's already been assigned



OPERATIONAL PROCESS - "TO-BE"

Role Definitions

Role Name: Assignment Editor

Number of participants: 4

Description:

This is a new role for the TO BE process.

Assignment Editors are responsible for assigning a due date and Book Editor to a book. Assignment editors are skilled at getting work done in the Tech Doc organization.

Desktop

H/W: Compaq Personal Computer (Pentium 133Mhz, 24M RAM, 2GB) Operating system: Windows 95

Applications

Local:

- WorkFlow Client
- **NOTEbook**

Server:

- WorkFlow
- **DATAstore**

Databases

Local: None

Server: WorkFlow In-Process database (Oracle)

Remote: DBAM (Oracle)



5/17/2004 OPERATIONAL PROCESS - "TO-BE"

Role Name: Book Editor

Number of participants: 6

Description:

Book Editors are responsible for making module assignments to writers, and for editing the writer's work. The Book Editor is responsible for the quality of the book and for meeting the ship date schedule for the English book.

The Book Editor is skilled in English language usage, graphics design, and specifically in the "style" used by Heavy Equipment Manufacturers. Book editors are classified by skill level and expertise in particular areas of equipment. A Book Editor skill level is classified by either Associate Editor, Senior Associate Editor, or Senior Editor.

Desktop

H/W: RS/6000

Operating system: AIX Installed: 100% installed

Applications

Local:

- WorkFlow Client
- **DATAstore**
- **NOTEbook**

Server:

- **TEXTedit**
- **GRAPHedit**
- **ARTedit**

Remote (mainframe): Full Text Search

Databases:

Local: None

Server: WorkFlow "In Process" Database (Oracle)

Remote (mainframe):

- EDS engineering database
- **DBAM**



Process: "TECH DOC"

5/17/2004

Process Owner: I.M. Ounerr
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Role Name: Technical Writer

Number of participants: 90

Description:

Technical Writers are responsible for writing and updating the modules for technical books. The Technical Writer is responsible for the correctness of the module's text and graphics.

The Technical Writer is skilled in bridging the communications gap between the Engineering Department and the typical customers of Heavy Equipment Manufacturers. Technical Writers are classified by skill level and expertise in particular areas of equipment. A Technical Writer's skill level is classified by either Associate Editor, Senior Associate Editor, or Senior Editor.

Desktop:

H/W: RS/6000

Operating system: AIX Installed: 100% installed

Applications:

Local:

- · WorkFlow Client
- · TEXTedit
- · GRAPHedit
- · STYLEchecker
- · DATAstore
- · NOTEbook

Server:

ARTedit

Remote (mainframe):

· Full Text Search (EDS engineering database)

Databases:

Local: None

Server: WorkFlow "In Process" Database (Oracle)

Remote (mainframe):

- · EDS engineering database
- · DBAM



Process: "TECH DOC" Process Owner: I.M. Ounerr 5/17/2004 OPERATIONAL PROCESS - "TO-BE" Page 10

Role Name: Graphics Artist

Number of participants: 4

Description:

Graphics Artists are responsible for drawing and updating graphics that appear in technical books. The Graphics Artist is responsible for the quality and correctness of graphics in a book.

The Graphics Artist is skilled in visual communication and in the on-line tools for rendering 2D and 3D drawings.

Desktop:

H/W: UNIX workstation Operating system: AIX Installed: 100 % installed

Applications:

Local:

- · WorkFlow Client
- · GRAPHedit
- · ARTedit
- DATAstore
- NOTEbook

Server: None

Remote (mainframe):

· Full Text Search

Databases:

Local: None

Server: WorkFlow "In Process" Database (Oracle)

Remote (mainframe):

- · EDS engineering database
- · DBAM



Process: "TECH DOC" Process Owner: I.M. Ounerr 5/17/2004 OPERATIONAL PROCESS - "TO-BE" Page 11

Role Name: Translation Coordinator

Number of participants: 5

Description:

Translation Coordinators are responsible for assigning the English modules of a book to the translators.

The "To-Be" translation language selection will be performed after a book is assigned. Additionally, the Translation Coordinator will review the translated modules and upon completion of all translated modules assembles them into a book.

Desktop:

H/W: RS/6000

Operating system: AIX Installed: 100 % installed

Applications:

Local:

WorkFlow Client

NOTEbook

· DATAstore

Server: None

Remote (mainframe): None

Databases:

Local: None

Server: WorkFlow "In Process" Database (Oracle)

Remote (mainframe): DBAM



Process: "TECH DOC" Process Owner: I.M. Ounerr 5/17/2004 Page 12

OPERATIONAL PROCESS - "TO-BE"

Role Name: Translator

Number of participants: 15 contractors

Description:

Translators are subcontractors who translate a completed "English" book into French or Spanish. (Other languages are in the planning stages.)

The translator is responsible for a "correct" translation into the target language. The translator is skilled in translating from English to the target language, and in the text and graphics tools used by Heavy Equipment Manufacturers.

The "To-Be" process no longer requires the Translator to translate an entire book. This task will be performed by the Translation Coordinator

Desktop As - Is:

H/W: RS/6000

Operating system: AIX Installed: 100 % installed

Applications As - Is:

Local:

- WorkFlow Client
- **AUTOTrans**
- **TEXTedit**
- **NOTEbook**
- **DATAstore**

Server: None

Remote (mainframe): None

Databases:

Local: None

Server: WorkFlow "In Process" Database (Oracle)

Remote (mainframe): DBAM



5/17/2004 OPERATIONAL PROCESS - "TO-BE"

Role Name: Time

Number of participants: 1 (system)

Description:

The Time role is a system-supported function that monitors modules against the due dates and determines when all modules are completed for a book. If a module is past due, the an electronic mail message will be sent to either the Book editor or the Translation Coordinator.

Desktop:

H/W: RS/6000

Operating system: AIX

Installed?: Yes % installed (if yes)

Applications:

Local: None Server:

WorkFlow

Remote (mainframe): None

Databases:

Local: None Server:

WorkFlow "In Process" Database (Oracle)

Remote (mainframe): None



Narrative Process Description (Process Participant View)

Activity/Group Name: Make Book Assignments

Description:

The Assignment Editor makes book assignments to the Book Editor (AE-15) and can monitor the progress of any particular book that has been previously assigned (AE-20).

Books assignments will be made on a the basis of book type or complexity and workloads of possible candidates. New Product Introductions (NPI) are always assigned to a Senior Editor. Changes to existing books can be assigned to Associate or Senior Associate based on the complexity of the change. In addition to skill level, book editors are categorized by areas of specialty such as power generation, track type tractors, engines, etc.

Activity/Group Name: Review and Make Module Assignments

Description:

The "To Be" process allows the Book Editor to make assignments on a module basis, view Technical Writer's workload, reassign work based on priority, and search for existing modules that could be "reused".

The Book Editor reviews the book assignments (BE-10) and due date of newly assigned books from the Assignment Editor and determines whether to accept or reject the assignment (BE-15). If accepted, the Book Editor needs to assign due dates to the various modules used to assemble an entire book (BE-32). The Book Editor can also search the data base for existing modules that can be used as a base for the modules defined in the new or modified book (BE-34).

Assignment criteria similar for assigning Technical Writers will be based on skill and availability (BE-36). If a particular Technical Writer is preferred, and they are not available based on current workload, the Book Editor will have the opportunity to reassign modules to other Technical Writers with the same skill (BE-38).

Modules for New Product Introductions (NPI) are always assigned to a Senior Technical Writer. Changes to existing modules can be assigned to Associate or Senior Associate based on the complexity of the change. In addition to skill level, Technical Writers are categorized by areas of specialty such as power generation, track type tractors, engines, etc.



Activity/Group Name: Create English Modules

Description:

This activity group allows the Technical Writer to review assignments (TW-10), however the user will not be able to reject the assignment.

The Technical Writer will research other book modules (TW-40) and determine if it is possible to use an existing module or find one that can be used as a "baseline" for a new module. This function is identical to the function performed by the Book Editor and assumes that the Book Editor either did not create a baseline or the user is not satisfied with the particular selection of the baseline module. Once a baseline is selected the user can identify baselines for text and graphics assuming the ones used to describe the module baseline are unacceptable.

The Technical Writer's main task is to write the text for the module (TW-50). The writer can take notes in a side file while developing the module (TW-65).

Depending on the complexity of the graphic requirement, the Technical Writer has the option of doing the graphic themselves (TW-60) or assigning it to a Graphic Artist (TW-68). The writer can assign a single graphic to the artist, or can assign a "package" of several graphics.

The "To Be" process allows the Technical Writer to work tasks in parallel. For simple graphics, Technical Writers will have the authority to create graphics themselves instead of returning them to the Graphic Artist.

Activity/Group Name: Review and Create Graphics

Description

The Graphics Editor starts this group of activities by reviewing the assignment (GA-10) and deciding whether to accept or reject it (GA-20). If rejected, the assignment is returned to the originating Technical Writer.

Note: the Technical Writer may send a package of 1 or more graphics to the graphics artist. The artist must complete all the assigned graphics before passing them back.

If accepted, the Graphics Editor can research the graphic data base to find a reusable graphic or one suitable for a baseline (GA-40). The artist then uses one of the online tools to create the graphic (GA-50). The artist can take notes in a side file while the graphic is being developed (GA-55). Upon completion the graphics are returned to the Technical Writer for review.

The "To-Be" process allows the Graphic Artist to work research and graphic editing tasks in parallel. New tools will be deployed to assist in researching Graphic from other modules. The intent is to reuse as much Graphic as possible.



Activity/Group Name: Review and Edit Graphics

Description:

The Technical Writer reviews the graphic returned by the Graphic Editor (TW-70). The Technical Writer can either accept or reject the graphic (TW-80). If rejected, the Writer can either return it to the Graphic Editor or redo the graphic himself.

Once the graphic is accepted, the system automatically puts the module through a spelling and stylistic checker tool (TW-95). If rejected (TW-100) the process reverts to the activity where the writer can make changes (TW-30).

Activity/Group Name: Review/Edit Modules and Build Book

Description:

The completed module is returned to the Book Editor who made the original assignment to the Technical Writer.

The Book Editor reviews the assembled module (BE-40) and determines if any graphic or text updates are necessary (BE-50). If edits are required, the editor can make the updates himself (BE-60 to BE-95) or return it for rework to the Technical Writer (BE-60).

Once all of the modules for a book are "Approved", the Time role will notify the Translation Coordinator that the book is ready for build (TI-10 to TI-20).



Activity/Group Name: Review and Make Module Translation Assignments

Description:

This set of activities includes selecting language for each book (TC-10) and assigning the modules to the Translators (TC-20).

The number of translated book instances is determined by the number of languages selected.

Activity/Group Name: Review and Translate Module

Description:

This set of activities starts by the Translator reviewing the module translation assignment (T-10) and deciding whether to accept or reject (T-20). If rejected, the module is reverted to the Translation Coordinators queue. If accepted, the module is translated (T-30) and returned for review to the Translation Coordinator.



Activity/Group Name: Review Translated Modules and Build Book

Description:

This set of activities starts the Translation Coordinator reviewing the translated module (TC-40) and either approving or rejecting the module (TC-50). If rejected, the module is reverted to the Translator's queue for rework. If approved, the module changes status to "Approved".

Once all of the modules for a book are "Approved", the Time role will notify the Translation Coordinator that the book is ready for build (TC-60).

Activity/Group Name: Monitor Module Progress

Description:

This set of activities (TI-10 to TI-20) monitors modules assigned against due dates. If a due dates is exposed, an E-Mail note is sent to the assignor. Once all modules are Approved, a signal is sent to the Book Editor or the Translation Coordinator indicating that the book is ready for build.



Activity Detail Matrix

Activity Group Name: Make Book Assignments

| Activity | Input Conditions | Exit Conditions | Applications Used |
|-----------------------------|---|-------------------------------------|------------------------------|
| Make Assignment AE-10 | List of books requiring modifications or returned assignments | Assignment of book to a Book Editor | WorkFlow Manager NOTEbook |
| Review Status AE-20 | Book Status available | Reviewed Book Status | WorkFlow Manager |



Activity Group Name: Review and Make Module Assignments

| Activity | Input Conditions | Exit Conditions | Applications Used |
|--|---|---|-------------------------------|
| Review Assignment BE-10 | Book assignment made | Review assignment comments in NOTEbook | WorkFlow Manager |
| Accept BE-15 | Book assignment reviewed | Decision to accept or reject assignment | WorkFlow Manager NOTEbook |
| Assign Due Dates BE-32 | Accepted book assignment | Assigned due date for each book module | WorkFlow Manager |
| Search for Modules BE-34 | Book assignment made | Locate and identify baseline modules defined or assigned in DATAstore | WorkFlow Manager DATAstore |
| Check skills and availability BE-36 | List of skilled available Technical Writers | Review availability of available Technical Writers | WorkFlow Manager |
| Assign/Re- assign Modules BE-38 | List of available Technical Writers | Assign and/or Reassign modules | WokFlow Manager NOTEbook |



Activity Group Name: Create English Modules

| Activity | Input Conditions | Exit Conditions | Applications Used |
|--------------------------------|---|--|---|
| Review Module Assignment | Module assignment made | Review assignment and add any comments | WorkFlow Manager DATAstore NOTEbook |
| (TW-10) Research (TW-40) | Selected module, graphic, or text object. | Identify a module, graphic, or text object for new baseline definition, otherwise leave as is. | WorkFlow Manager DATAstore Full Text Search TEXTedit GRAPHedit NOTEbook |
| Write Text TW-50 | Selected text object | Updated text object | WorkFlow Manager DATAstore TEXTedit |
| Edit Graphics TW-60 | Selected graphic object | Updated graphic object | WorkFlow Manager DATAstore GRAPHedit ARTedit |
| Log Notes TW-65 | None | None | WorkFlow Manager NOTEbook |
| Assign Graphics TW-68 | Selected graphic object | Selected Graphic artist for assignment and input to NOTEbook | WokFlow Manager NOTEbook |



Activity Group Name: Create Graphics

| Activity | Input Conditions | Exit Conditions | Applications Used |
|--|---|---|--|
| Review Graphic Assignment GA-10 | Module assignment made | Review assignment and add any comments | WorkFlow Manager DATAstore NOTEbook |
| Accept GA-20 | Book Assignment reviewed | Decision to accept or reject assignment | WorkFlow Manager NOTEbook |
| Research GA-40 | Selected module, graphic, or text object. | Identify a graphic object for new baseline definition, otherwise leave as is. | WorkFlow Manager DATAstore EDS |
| Edit Graphics GA-60 | Selected graphic object | Updated graphic object | WorkFlow Manager DATAstore GRAPHedit ARTedit |
| Log Notes GA-65 | None | None | WorkFlow Manager NOTEbook |



Activity Group Name: Review and Edit Text and Graphics

| Activity | Input Conditions | Exit Conditions | Applications Used |
|--------------------------------|--|--|---|
| Review Graphics TW-70 | List of completed graphics | Graphic reviewed | WorkFlow Manager DATAstore GRAPHedit NOTEbook |
| Graphic Problem? TW-80 | Selected Graphic | Decision to accept or reject returned graphic assignment | WorkFlow Manager NOTEbook |
| Accept TW-81 | Selected Graphic | Indication that graphic is accepted | WorkFlow Manager |
| Return for rework TW-85 | Decision to reject returned graphic assignment | Choice to return graphic to originator | WorkFlow Manager |
| Edit Graphic TW-90 | Decision to edit graphics | Updated graphic object | WorkFlow Manager GRAPHedit ARTedit |
| Module Style Check TW-95 | Selected Module | Successful completion of STYLEchecker tool | WorkFlow Manager STYLEchecker |
| Check OK TW-100 | Return code from STYLEchecker application | Decision to accept or reject module (determined by STYLEchecker return code) | WorkFlow Manager STYLEchecker NOTEbook |



Activity Group Name: Review English Modules and Build Book

| Activity | Input Conditions | Exit Conditions | Applications Used |
|--|---|--|--|
| Review Completed Module BE-40 | List of completed modules from Technical Writer | Module reviewed | WorkFlow Manager DATAstore NOTEbook |
| Edits Required? BE-50 | Selected module | Decision to accept or reject module | WorkFlow Manager |
| Rework yourself or return BE-70 | Selected module | Decision whether to rework yourself or return to originating Technical Writer | WorkFlow Manager DATAstore |
| Edit Graphic BE-90 | Decision to edit module yourself and a selected graphic | Updated graphic | WorkFlow Manager DATAstore GRAPHedit ARTedit |
| Edit Text BE-80 | Decision to edit module yourself and a selected text | Updated text | WorkFlow Manager DATAstore TEXTedit |
| Module Style Check BE-95 | Selected Module | Successful completion of STYLEchecker tool | WorkFlow Manager STYLEchecker |
| Build Book BE-100 | Completed modules for book | Assembled book | BOOKbuild |

Activity Group Name: Select Languages and Make Module Translation Assignments

| Activity | Input Conditions | Exit Conditions | Applications Used |
|--|---|--------------------------------|---|
| Select Languages (TC-10) | Selected Book from list | Selected translation languages | WorkFlow DATAstore NOTEbook |
| Review and Make Module Assignment TC-30 | Completed English module from Book Editor | Selected module | WorkFlow Manager DATAstore NOTEbook |



Activity Group Name: Review and Translate Module

| Activity | Input Conditions | Exit Conditions | Applications Used |
|-----------|------------------|-----------------------|-------------------|
| Review | Selected module | Reviewed module | WorkFlow Manager |
| Module | | | DATAstore |
| T-10 | | | NOTEbook |
| Accept? | Reviewed module | Decision to accept or | WorkFlow Manager |
| T-20 | | reject module | NOTEbook |
| Translate | Accepted module | Translated Module | WorkFlow Manager |
| Module | | | DATAstore |
| T-30 | | | TEXTedit |
| | | | AUTOTrans |
| | | | NOTEbook |

Activity Group Name: Review Translated Modules and Build Translated Book

| Activity | Input Conditions | Exit Conditions | Applications Used |
|--------------------------------|-------------------|-----------------------------------|--|
| Review Translated Module | Translated module | Reviewed module | WorkFlow Manager DATAstore GRAPHedit |
| TC-40 | | | TEXTedit |
| Approve? T-50 | Reviewed module | Approved or Disapproved Module | WorkFlow Manager DATAstore |
| Assemble Book T-60 | Approved module | Assembled Book | WorkFlow Manager BOOKbuild |

Activity Group Name: Review Translated Modules and Build Book

| Activity | Input Conditions | Exit Conditions | Applications Used |
|---|---------------------------------------|-------------------------------------|--|
| Review Translated Module TC-40 | Translated module | Reviewed module | WorkFlow Manager DATAstore GRAPHedit TEXTedit |
| Approve? T-50 | Reviewed module | Decision to accept or reject module | WorkFlow Manager DATAstore |
| Assemble Book T-60 | Completed translated modules for book | Assembled Book | WorkFlow Manager BOOKbuild |



Information Flow

Information Object Definition Table:

Object Hierarchy

- English Book
 - English Module
 - English Text
 - English Artwork
- Translated Book
 - Translated Module
 - Translated Text
 - Translated Artwork
- Notebook

Information Object Definition Table:

| Information Object Name: | Information Object Description: |
|-----------------------------|---|
| English Book | A technical manual in the English Language. It is made up of a series of text and graphics files. |
| English Module | A single section of an English book e up of English text and artwork |
| English text | The text (words) for an English module |
| Notebook | A "pad" where the writer can take notes about research. |
| English Artwork | The "drawings" that appear in a Book Module. |
| Translated Book | A Translated Version of the English Book |
| Translated Module | A Translated Version of the English Book Module |
| Translated Artwork | A Translated Version of the English Artwork |

Information Usage Tables:

Activity Group Name: Make Book Assignments

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|-----------------------------|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Make Assignment AE-10 | U | | C,U | | | | | |
| Review Status AE-20 | R | | | | | | | |

Activity Group Name: Review and Make Module Assignments

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|----------------------|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review Assignment | R | | С | | | | | |



OPERATIONAL PROCESS - "TO-BE"

| BE-10 | | | | | | | |
|--|---|---|---|------|-----|--|--|
| Accept BE-15 | U | | | | | | |
| Assign Due Dates BE-32 | | С | | | | | |
| Search for Modules BE-34 | U | D | U | C, U | C,R | | |
| Check skills and availability BE-36 | | | U | | | | |
| Assign/Re- assign Modules BE-38 | | U | U | | | | |

Activity Group Name: Create English Modules

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|---|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review Module Assignment TW-10 | R | R | | | | | | |
| Research TW-40 | | C,U,R | C,U | R | C,U,R | | | |
| Write Text TW-50 | | C,U,R | | C,U,R | | | | |
| Create Graphics TW-60 | | C,U,R | | C,U,R | | | | |
| Log Notes TW-65 | | | C,U | | | | | |
| Assign Graphics TW-68 | | | | | U | | | |



Activity Group Name: Create Graphics

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|---|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review Module Assignment GA-10 | | R | C,U,R | | R | | | |
| Accept GA-20 | | | | | U | | | |
| Research GA-40 | | | | | C,U,R | | | |
| Create Graphics GA-60 | | | | | C,U,R | | | |
| Log Notes GA-65 | | | C,U,R | | | | | |

Activity Group Name: Review and Edit Text & Graphics

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|--|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review Graphics TW-70 | | | C,U,R | | R | | | |
| Graphic Problem? TW-80 | | | | | U | | | |
| Accept TW-81 | | | | | U | | | |
| Edit Graphics or return for rework TW-85 | | | | | U | | | |
| Edit Graphic TW-90 | | | | | U | | | |
| On-line Tool Check TW-95 | | U,R | U | U,R | U,R | | | |

Activity Group Name: Review English Modules and Build Book

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|--|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review Completed Module BE-40 | | R | R | | | | | |
| Edits Required? BE-50 | | U | U | | | | | |
| Rework yourself or return BE-70 | | U | U | | | | | |
| Edit Graphic BE-90 | | | | | U | | | |
| Edit Text BE-80 | | | | U | | | | |
| Build Book BE-100 | U | | | | | | | |



Activity Group Name: Review and Make Module Translation Assignments

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|------------------------------------|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review and Make Module TC-30 | | R | C,U,R | | | | С | |

Activity Group Name: Review and Translate Module

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|-----------------------------|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review Module T-10 | | R | | R | R | | R | |
| Accept? T-20 | | | | | | | U | |
| Translate Module T-30 | | | | | | | U | U |

Activity Group Name: Review Translated Modules and Build Book

| | Eng book | Eng Module | Notebook | Eng Text | Eng Graphic | Trans Book | Trans Module | Trans Graphic |
|---|-------------|---------------|----------|-------------|----------------|---------------|-----------------|------------------|
| Review Translated Module TC-40 | | | C,U,R | | | | R | |
| Approve? T-50 | | | | | | | U | |
| Assemble Book T-60 | | | | | | U | | |

Key:

- C Creates information object
- **R** Reads or uses a view of the information object
- U Updates information object
- **D** Deletes information object



"To Be" Metrics

Cycle Time Metrics:

| Metric Name | Start Activity and Condition | End Activity and Condition | Target Average | Target Highest | Target Lowest |
|----------------|-------------------------------|---|-------------------|-------------------|------------------|
| Book Create | Make Book Assignment AE-15 | Assemble Book BE-100 | 3.6 months | 11 months | 1.8 months |
| Module Create | Assign Module BE-38 | Edits Required BE-50 or Module Rework BE-70 | 6 days | 18 days | 3 days |
| Graphic Create | Send out Graphic | Accept Graphics TW-81 Update Graphics TW-90 | 3 days | 9 days | 1.5 days |

Defects Metrics:

| Metric Name | Description | Unit of Measure | Target Average | Target Highest | Target Lowest |
|-------------|---|----------------------|-------------------|-------------------|------------------|
| Graphic | Rejected graphic object by Technical writer | percent of completed | 5% | 10% | 0% |
| Module | Rejected module by Book Editor | percent of completed | 2.5% | 5% | 0% |
| Translate | Rejected translated module by Translation Coordinator | percent of completed | 2.5% | 5% | 0% |

Productivity Metrics:

| Metric Name | Unit of Measure of | Unit of | Target | Target | Target |
|------------------|--------------------|------------|---------|---------|--------|
| | Work | Measure of | Average | Highest | Lowest |
| | | Time | | | |
| Books per Book | Completed books | year | 2-NPI | 3-NPI | 1-NPI |
| Editor | _ | | 6-REV | 8-REB | 4-REV |
| Module per | Complete modules | monthly | 6-NPI | 9-NPI | 3-NPI |
| Technical | | | 18-REV | 26-REV | 12-REV |
| Writer | | | | | |
| Module | Translated modules | monthly | 20-NPI | 25-NPI | 15-NPI |
| translations per | | | 40-REV | 50-REV | 30-REV |
| Translator | | | | | |



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