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| **Procedure Number:** | IPS-PRO-0003 |
| **Title:** | Technical Publications Illustration Request Procedure |
| **Description:** | This procedure defines actions, roles, and responsibilities for creating a request for a new illustration or a change to an existing illustration |
| **Revision History:** |  |

\***A** - ADDED **M** - MODIFIED **D** - DELETED

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| **VERSION NUMBER** | **DATE** | **FIGURE, TABLE, OR PARAGRAPH NUMBER** | **A\***  **M**  **D** | **TITLE OR BRIEF DESCRIPTION** | **CHANGE REQUEST NUMBER** |
| 1.0 | 4/29/15 | - | - | Initial Release | N/A |
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**Purpose**

Illustrations are created or modified using a similar workflow. Ensuring that all of the appropriate inputs are provided at the beginning of the process, and that all decision points are met at the appropriate points in the process will reduce rework and development time and increase the accuracy of our illustrations. The Progam Manager (PM) will work with functional managers/leads to establish the appropriate IR process during project start up (IPS-PLN-0001).

**Inputs**

* Source data
  + Photographs
  + Engineering Drawings
  + Engineering Models
  + Existing Illustrations
* Work Package Number, Data Module Code, RPSTL Figure and Sheet, or Chapter and Section
* Style Guide (if applicable)
* Applicable project specifications
* IPS-PLN-0001 Technical Publications Management Plan

**Entry Criteria**

* Author identifies a need for a new illustration or a change to an existing illustration for a technical manual.

**Activities**

* Author Submits Illustration Request (IR)

1. The Author will submit an IR using the **Illustration Request System**, completes required information and uploads source data and any information necessary to clarify what elements from the source data should or should not be included on the finished illustration.
2. If the IR is for a change to an existing illustration, the Author includes a digital markup of the existing illustration indicating the requested changes. The Author will review all uses of that illustration to ensure the requested changes do not adversely affect the technical content in other data files. If the changes do have an adverse affect, a new illustration will be created.
3. For new illustrations; the Author shall review illustrations currently used for the project and determine if another file can be used, if not, the IR will be for a new illustration. The Author will coordinate with the lead to determine the file naming convention based on the specific project.

*Note: On projects where the* ***Illustration Request System*** *is unavailable or unsuitable for use, the Author shall submit an email request, attaching the required source data. Written or printed requests are acceptable, but only when both the Illustration Request System and email requests are unavailable.*

* Illustrator Reviews Request

1. Illustrator reviews the IR to ensure that the request can be fulfilled using the data provided by the Author, and that the request meets Style Guide and applicable customer standards.

* If the Illustrator requires clarification or feels that the request requires alteration, the Illustrator contacts the Author directly to come to a resolution. If the resolution requires a change to the request, the Author will modify the original IR and resubmit.

1. Illustrator creates/modifies illustrations per the IR.
2. Illustrator reviews completed illustration to ensure that:

* Style Guide (if applicable) standards are met
* Applicable customer standards are met
* Exported files do not contain errors

1. Illustrator reworks illustration until step 3 is accomplished.
2. Illustrator exports the illustration into the file format specified for the project, and names the file according to project standards.
3. Illustrator reviews exported file in the format specified for the project to ensure that the export is accurate.
4. Illustrator marks request as *Ready for Author Review* in the **Illustration Request System** and uploads both native and exported files.

*Note: On projects where the Illustration Request System is unavailable or unsuitable for use, the Illustrator shall email the requester, attaching the exported file.*

* Author Reviews Illustration

1. Author reviews illustration in the format specified for the project to ensure that the illustration meets applicable standards and is technically accurate.

* If the illustration does not meet expectations, the Author will redline the exported file and update the **Illustration Request System** to indicate the required rework.
* If the request was completed accurately and completely, the Author marks the request as complete in the **Illustration Request System**.



**Figure 1. Illustration Request (IR) Process**

**Exit Criteria**

* Author has accepted illustration and marked request as *Approved* or has emailed Illustrator of acceptance.

**Outputs**

* Exported illustration file
* Native illustration file
* Redlined illustration (optional)
* Completed IR