

# **Document Plan for a Topographic Map Creation Guide for Lois Legacy Art <sup>LLC</sup>**

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# Document Plan for a Topographic Map Creation Guide for Lois Legacy Art LLC

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# Document Plan for a Topographic Map Creation Guide for Lois Legacy Art LLC

## Introduction

The proposed Topographic Map Creation Guide for Lois Legacy Art LLC will cover the development of new map product regions. Workers following the guide will deliver files ready for producing new map products on demand. The guide will support company sales and expansion. It will enable the company to easily train assistants, speed up production, and inform business decisions. The sections below define the guide's readers, describe the company's map products, detail reasons for documenting the map creation process, and outline the proposed documentation.

## Intended Audience

Company workers who will read the proposed Topographic Map Creation Guide fall into two categories:

- **Executives.** The guide will provide information needed for the company's decision-makers to estimate the cost of materials and the time that is required to produce each map product. This information is essential to planning production, sales, and financing. The guide will also help executives understand why certain design decisions were made, which will help the company adapt to changing conditions.
- **Skilled Workers.** The company's skilled workers need to know the exact steps to do their tasks, which will be shown in the guide. These workers fill various roles and must have specific skills during different phases of the map creation process (see Table 1). Certain skills are prerequisites, and other skills can be learned on the job.

### Phases, Roles, and Skills Needed for Creating Topographic Maps at Lois Legacy Art LLC

Phase	Skilled Worker Roles	Prerequisite Skills	Additional Learned Skills
Creating Map Files	<ul style="list-style-type: none"><li>• Geographical Researcher</li><li>• Creative Artist</li><li>• Graphic Designer</li></ul>	<ul style="list-style-type: none"><li>• Windows 10</li><li>• Internet usage</li><li>• Creative and graphic design skills</li><li>• Excel</li><li>• Photoshop</li><li>• Adobe Illustrator</li></ul>	<ul style="list-style-type: none"><li>• Global Mapper software</li><li>• Silhouette cutting machine software</li></ul>
Producing a Test Product	<ul style="list-style-type: none"><li>• Product Engineer</li><li>• Assembler</li><li>• Art Framer</li></ul>	<ul style="list-style-type: none"><li>• Windows 10</li><li>• Basic printing</li><li>• Eye for color</li><li>• Ability to assemble small parts</li><li>• Strength for sawing and other art framing tasks</li><li>• Basic knowledge of handyman and art tools</li></ul>	<ul style="list-style-type: none"><li>• Silhouette cutting machine software and hardware</li><li>• Laminating</li><li>• Special art framing</li><li>• Labeler</li></ul>

Table 1. Skills Required During Topographic Map Creation

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### Topographic Maps at Lois Legacy Art LLC

Lois Legacy Art LLC designs, makes, and sells topographic maps that are unique, artistically rendered, and made to-scale with archival paper. The company desires to bring out elements of beauty and the forces in nature that might otherwise not be noticed as people go about their daily lives. The company typically designs the maps in multiple color themes. Illustrations relevant to each map's geographical area often decorate the maps. Customers can customize maps with points of interest and routes. The company offers two map media choices:

- **3D Maps.** The 3D topographic maps are crafted from layers of archival paper that are sealed. The layers project outward from the surface and are made to-scale as closely as possible. The 3D maps are offered in two sizes: 12"x16" and 18"x24". Customers can hang 3D maps on walls and set them on horizontal surfaces. Customers may purchase company-made frames with special easy-release features.
- **Map Prints.** Flat 12"x16" topographic map prints are available in the same color themes and customizations as the 3D maps. Customers can hang map prints on walls once they are framed. Customers may purchase company-made frames with wired backs.

### Why Write up the Process for Creating these Topographic Maps?

The following reasons show why it is important to develop a Topographic Map Creation Guide:

- The guide will support company profitability and expansion. The company is in a startup phase. It needs to speed up map creation to quickly have more products that appeal to local customers. Any unexpected costs and time impact the company's ability to survive. The guide will streamline the map creation process and minimize errors. The guide's detailed instructions will support hiring assistance to speed the creation process.
- Because each map setup follows similar general procedures with differing details, the guide can save future time by becoming a template for developing new maps.
- The guide will make the map creation process easier, because it contains details for a very complicated process that is hard to remember.
- Executives will benefit by knowing why certain design decisions were made and by being alerted to the potential risks of changing the process. For example, the government website for obtaining the map elevation and imagery data may change, the available data may change, the mapping software will possibly be upgraded and will eventually be outdated, the computer operating system may be upgraded which could make parts of the map creation process obsolete, and the machinery used to create the maps could break and require upgrades. The guide will enable executives to adapt to changing situations through understanding the process.
- The company owner currently possesses the sole knowledge of this topographic map creation process. The company may one day sell its map creation technology, and eventually the owner will retire. Anyone who continues making these maps will need to rely on this guide.
- The guide will contain sources and costs for materials, which aids in estimating costs and reordering supplies.
- The guide will provide time estimates for tasks, which aids in estimating production timelines. It may also motivate workers to find ways to improve the process.
- Currently, only a draft version of the guide exists, which is not complete.

## Proposed Outline

The proposed outline for the Topographic Map Creation Guide follows.

Table of Contents
Introduction
Product Descriptions
Materials Required for Each Product Variation
Cost and Time Estimate Summary
Creating Map Files
Preparing to Start
Downloading Map Data
Double-Checking Public Domain and Credit Wording
Setting up the Map Software
Calculating Elevations, Layers, Scales, Sizes, and Orientation
Gathering Boundaries, Major Roads, and All Roads
Defining Color Shaders and Points of Interest
Gathering Contour Lines
Adding Illustrative Elements
Producing Imagery Files
Laying Out Maps in Photoshop with Adobe Illustrator and Silhouette Studio
Generating Production Files
Customizing Maps
Producing a Test Product
Testing Variations in Size, Color Themes, and Map Media
Labeling Maps with Credits, Disclaimers, and SKU Numbers
Archiving Files
Storing Map Inventory
Selecting Frame Types
Making Frames from Moulding
Adding EZ-Release Features
Appendices
Time Estimate Details
Cost Estimate Details
Sources for Materials
Specific Details for Cities
Index

Note: The guide will be limited to creating maps that are similar to currently available map products. Additional documents will be needed to cover the following topics, which are beyond the scope of the proposed guide:

- Pricing, marketing, and selling maps
- Packaging and shipping maps
- Creating other map sizes
- Creating maps of ocean depths
- Creating maps for areas outside the United States