

# Organisational Change Managment Knowledgebase

## Handover

**The Organisational Change Managment Knowledgebase** is a project which was undertaken early this year (2018) by the Studio 1 Class. After a meeting with the client and some brainstorming: An idea was formed to move the current knowledgebase onto a platform where it has the ability to be comercialised with “Membership” options as well as bring the current existing knowledgebase some continuity and design enhancements. The first stage in this project was to create a wiki style webpage using **Atlassian**, which would be a tester and exemplar for rest of the project. Although the client ideally wanted the outcome of the project to be an app offering a similar service; limitations around the class size and disceplines available in the class meant that the mobile application would be out of scope. However, we were able to offer the client an intermission phase before the development of the app to determine market size, marketability and give the client an insight as to the possibilities of what can be created using the clients work.

**Atlassian** was the first choice in exploring the marketability of a Change Managment Knowledgebase which would then lead into a version of the knowlegebase which was to be published on **IBooks** and then eventually developed into a premium mobile app (*Once a program developer was available*). As a graphic designer my job was to create the style and format in which the eBook would be released. The task assigned would consist mostly of data transfer as is the nature of exporting what is essentially: A book onto a different platform. Although this task is extremely time consuming; This document will assist in efficiency of data transfer for anyone working on the project in the future, as well as some undertanding as to choices which have been made regarding formatting of the eBook.

# Processes and Rules

As the graphic designer, it was my job to focus on the layout and data transfer from the old platform (The website) to a PDF which would in turn be converted into a .EPUB file ready for launch on the IBooks store.

The PDF sample completed was created using InDesign, meaning access to the Adobe Suite (or at very least Adobe InDesign) is essential for completing this project. The process involves... Disconnecting from internet access (*I would manually remove the ethernet cable from my computer, however you can use any other methods*), Opening the dropbox file

**"SAEProject\BSA\www.billsynnotandassociates.com.au\kb"** In there you will find every document required. (*Document "143-overview" was my starting point and therefore, was listed as "1\_introduction.indd"*) Each document needs to be opened **using INTERNET EXPLORER only**. For whatever reason Google Chrome cannot be used and retains the copyright protection coded into the web page. After each file is completed it is saved as both an InDesign file and exported to a PDF. Although the PDF is not being used to link in the spread, exporting is highly recommended as it allows easy identification of any issues within the page as well as gives an accurate high quality display of the final product. Keep in mind that the documents are 1600px X 2400px and must be these dimensions for the .EPUB export. Although on a computer monitor this may display too large, it is the required dimensions to correctly display an eBook with IBooks.

Pages can be added to the master spread as you work but I have found the spread to be best left until you have a large number of documents to transfer to the master. A new page and layer must be created for each document added to the master spread to avoid confusion while selecting and editing the spread.

The current documents are categorised into 3 different document types; **Informative, Diagram/Image** and **Tables**. Each of these may or may not include text. Inside the "PDF EBook" folder you will find two documents named:

**"00\_DiagramImage\_Format\_Doc"**

**"00\_Informative\_Format\_Doc"**

Both of these documents is what you may want to open prior to the pulling of information from the website... This ensures each file uses the same formatting creating a consistent look throughout the book.

**\*Any document containing images must be placed into the “Diagram/Image” Format Document\***

**\*Any document which contains only text or table will be put into the “Informative” Format Document\*** (Long documents will need the body text box stretched to 2/3's of the page and re-centered)

**\*Be sure to “Save As...” when saving the documents as to not overwrite the format documents. File names: “doc#\_pagetitle” (Save both .indd and PDF)**

Tables, which are very prominent in the “Frameworks” can be more of a challenge to bring into the document. Tables do not format whilst copying and pasting so you will need to re-create each table in InDesign which can be found under **Table>Insert Table**.

Any documents which span 2 or more pages must have each page saved separately: as to correctly place .indd file into the master spread.

Sources are essential and to be aligned with the right of the text box at the bottom of the page.

Contents/Index page should be completed only once all documents are placed in master spread.

Tables can go in informative documents: You will have to use your intuition as to when it is necessary to do so. Look at the examples within the sample document (examples are near to end of document).

Remember to create frames for images you would like to place.

To save an image from the dropbox knowledgebase > click image link > re-connect your PC to the internet > right click > “save as”

## **Fonts**

Titles: Helvetica Neue Lt Std, 35 Thin, 48 pt (Aligned Right)

Body (Informative Document): Helvetica Neue Lt Std, 35 Thin, 11 pt (Aligned Left)

Body (Image/Diagram Document): Helvetica Neue Lt Std, 35 Thin, 11 pt (Aligned Right)

## **Colour**

Pantone 282c , R:19 G:31 B: 64

Navy Blue - Representing Trust, Intelligence and Wisdom.

# Problems and Challenges

Although I the project came to a successful and reasonable outcome and resolution at the end of Trimester 1, 2018, It was not without its challenges. The project in whole was a great learning experience and I feel, an opportunity to further gain experience into the industry of graphic design. Although; The project was not without its challenges. In this section I will attempt to cover all topics which posed issues and challenges whilst creating the sample.

First and foremost I believe my main challenge whilst undertaking this project was the amount of time I had estimated it would take. I think it is important to allow yourself anywhere between 4 and up to 15 minutes per page (if they have multiple tables to ensure all aspects are aligned to their correct placement and to ensure care is taken when saving files; as to maximise ease of access when sorting through these folders.

Secondly, be sure to take occasional breaks; more than once I would be working into the night and after a couple of hours lose concentration and save over the format files and/or other files (which I would then have to re-create. This was a very time consuming mistake. Creating backups of both format files would be a good idea.

I cannot emphasise how important it is to take care with the details of each document from the get-go. It is much easier to take an extra 1 or two minutes inspecting the document before you save it than sifting through hundreds of files to correct a mistake you made early on in the project.

A tip I would have: Rather than adding the files to the master spread as you create them I found it was easiest creating 40 or 50 files, then adding them all to the master spread together. It allows your muscle memory to repeat the process much faster than adding them one at a time whilst you are creating the document.

Tables can be frustrating - Copy and paste ALL the contents of the table onto the document in a separate text box. It allows you to more easily sort the information into their correct position on the table.

Another tip would be to copy the body text, table or image into the document before the title; This allows you to use "Ctrl+V" when naming the document. This can save time when working with a large number of documents.