



## CMS Requirements for DITA

### CMS Selection

WOLFF & Associates, LLC. provides vendor-independent support for CMS and tools selection.

### Consulting:

- **DITA Implementation**
- **CMS Requirements Definition**
- **CMS Selection**
- **Authoring & Rendering Tools Selection**
- **Workflow and Process Development**

CMS technology enables remote authors, accustomed to working independently, to operate as a highly effective collaborative team. With the the right CMS application you can develop and localize content assets in parallel, create a consistent workflow which supports your business rules and insure that key activities occur before content gets published.

Today, CMS technology has embraced DITA. Effective DITA CMS solutions manage the content relationships within the CMS, making reuse easy to manage. Many solutions provide easy access to the CMS functionality from within your chosen editing application. Moreover, CMS applications can capture reviewer comments as annotations, target specific content to be reviewed by specific SMEs, and track the integration of SME comments to ensure that authors have considered all the input.

### We Specialize in Component Content Management Systems for DITA

When transitioning from a book-oriented documentation process to a topic-based DITA solution you must consider how your business will manage the proliferation of content components. Change control, access control, business rules, and workflow are needed to protect your investment in content. At Wolff & Associates, we specialize in Component Content Management Systems (CCMS) for DITA. We research and track solutions in the marketplace which are best suited for DITA-based documentation development. We understand both the information modeling requirements and

the CMS applications, so we can assemble a solution that will work for you.

### Building Integrated Solutions

Building an effective content development, localization, and delivery process takes careful planning at every stage. The final integrated solution should be more than the sum of the parts. At Wolff and Associates, we help businesses do more than create a list of system features, we help you think through how the entire solution works as a unified whole in fulfilling your business objectives.

Although there are no perfect applications, working through and prioritizing your requirements will help you choose the best overall solution for your business requirements. More than a list of features, a solution is the entire ecology of how content is created, managed, and delivered according to your business needs. Understanding a system's behaviors can be more critical than understanding the system's features. Let us help you determine what system characteristics are most important to your success.

### Vendor-Independent and Objective Tools Selection

What does vendor-independent selection mean to you? At WOLFF & Associates, it means that we never accept commissions from vendors; we are wholly funded by the work we do for our clients. But more importantly, it also means we approach every customer situation as potentially unique. We never assume that a past solution is the best solution. Your products, content model, and business requirements should drive the solution that is right for your business. Equally important, we don't play favorites with vendors that we have worked with in the past. Our goal is to present you with the most objective, complete and unbiased information possible in order to support your decision-making process. Finally, it means that we seek to empower your decision-making process.

Often there are potential tradeoffs between several solutions. We listen to what is important to you, we facilitate discussion, and we help you define your priorities. We are here to support your decision making process, not impose our own.

## Unique Approach

CMS technology can be difficult to understand and compare. How do you know the application you are purchasing is the right one for your organization? At WOLFF & Associates, we will guide your team through the requirements analysis so that you will have all the information needed to succeed. We educate your team on CMS technology so that you can make informed decisions. We help you evaluate potential applications, and we interpret vendor speak so you can make valid comparisons.

Our unique approach allows us to capture all your requirements. Our multi-step process insures a complete assessment which captures all of your critical business needs. Our seven step approach will help your team sort out what the true requirements are from those that "would be nice", insuring that critical business processes are supported and that you are not paying more for unnecessary requirements.

## A Seven Step Process:

1. **Define and document your CMS requirements**
2. **Prioritize requirements**
3. **Identify potential vendors**
4. **Send requests for information & quotes to vendors**
5. **Conduct vendor demonstrations**
6. **Document findings**
7. **Make an informed decision**

Not understanding the technology can result in frustration and business failure. We are dedicated to helping you make the right choice. When you consider the cost, frustration, and the potential for lost time caused by making the wrong decision, having an independent expert just makes sense. Let us take the guess work out of what works and help you build a world-class solution for your business. We work for you so you have a trusted partner and the expertise you need on your team.



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