



# Establishing Online System and Documents - CKI

Phase 1

3/6/2001

## ***CKI Warroom Activity at Client's Site***

### ***Online Design/Development***

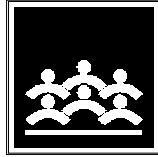
1. Determine needs and wants of client.
2. Review CKI Questionnaire
3. Establish Design Standards
4. Design of Icons
5. Design of Main Menu
  
6. Identify key features of system from basic engines.
7. Basic glossary of terms dictionary(s) for review by various departments.
8. Basic employee online directory layout – optional.

### ***Analysis of Client Subject Matter Content***

1. Determine needs and wants.
2. Analysis of current documentation.
  - Word processor
  - Style/template
  - Current upgrade and maintenance resources.
3. Produce sample of new documentation – consistency standards.
4. Prioritize documents to be done.
5. Core Knowledge Tools
  - Glossary of Terms
  - Forms
  - Flows
  - Quick Reference Guides
  - Other

### **Deliverables**

- Overall Design Standards
- Written program for the design/development and review of system architecture.
- Sample of final look of client's proposed systems.
  
- Basic Content Templates for User Community
- Revised Budget of Cost Estimate
  
- Sample of CKI Glossary of Terms
  
- Written program of what is the sequence of projects, needed resources, estimated time to produce.



## Phase 2

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### **Create the Online System Architecture**

- Developed Main Menu
- Developed bulletin board display - optional.

**Part B: Test system architecture for full integrity with in itself as well as the final transmission format. All work performed by CKI.**

### **Document Content Production**

**Part A: Upgrade existing documents into final words processing formats.**

**Part B: Recompile word processing documents into help file that Microsoft Window's Help Engines recognizes.**

**Part C: Test documents online to verify complete integrity of new system.**

### **Deliverables**

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- Review and sign off of system.

## Phase 3

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- Load up compiled documents into the main system.
- Review and sign off of systems and general look/feel and online documents.

### **Deliverables**

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