



# Information Architecture Migration Readiness Assessment

Before implementing a CCMS, assess the readiness of your information architecture.

## Metadata

Standardized metadata categories and values:

- Consistent metadata categories and value definitions
- Clear source for metadata categories and values
- Plan for applying categories and values to topics, maps, and media files

## Content Lifecycle

Standardized workflow (milestones):

- Lifecycle plan that supports the content strategy goals
- Agreement by all CCMS users on the workflow and milestones for the content lifecycle
- Plan for CCMS (as opposed to DITA metadata values) to track workflow and milestones
- Proposed lifecycle that provides enough traceability for quality control and reporting

## Content Versioning

Standardized versioning plan:

- Clarity about how to track changes in files
- Plan for moving from DITA metadata version values to CCMS-managed values

## Localization

Localization strategy:

- Translation plan for each element
- Plan to sparingly use DITA attributes for translation support
- Limited inline content reuse

## Maps & Topics

Consistent map and topic structure and element usage:

- Identified map and topic purpose
- Defined structure for each map and topic by purpose
- Individual topic files instead of composite topics
- Consistent semantic elements usage

## Media

Successful strategy for media management:

- Consistent element usage to reference each media type
- Standard set of attribute values for reference elements
- Clarity on media storage and how it may change references in your content

## Reuse

Successful strategy for identifying and organizing reusable content:

- Clarity about which elements to content reference, key reference, and content key reference
- Standardized conditions and values usage
- Guidance for which reuse mechanism to use for each intended result
- Plan to organize shared content for easy access in CCMS