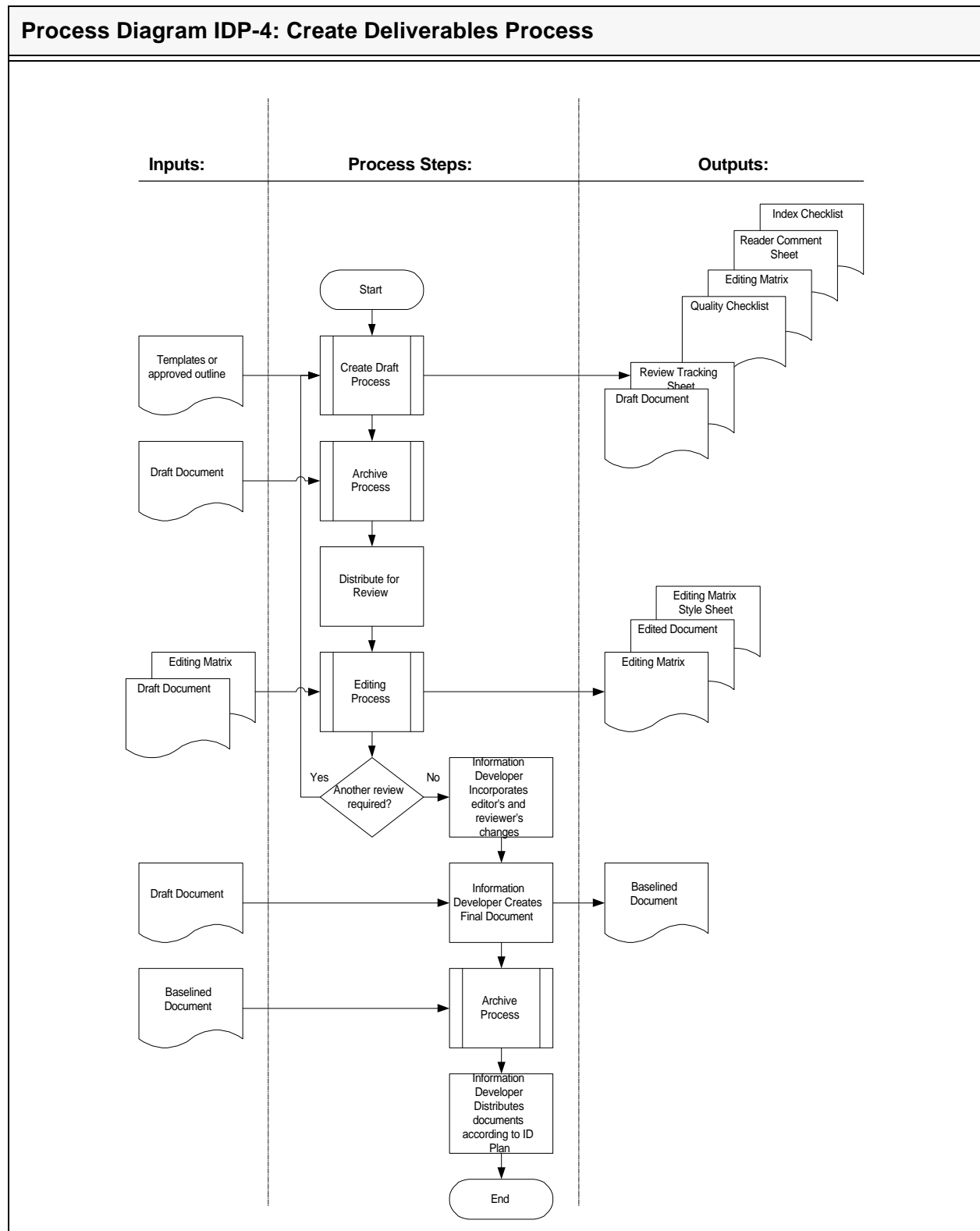


5.1 Create Deliverables Process

The following figure illustrates the create deliverables process:



The following table describes the Create Deliverables process:

Process Description IDP-4: Create Deliverables Process		
<p>Purpose: The create deliverables process is used to research, plan, approve, edit, and deliver ID documents and artifacts.</p>		
<p>Control Mechanisms: Entry Conditions: <ul style="list-style-type: none"> Approval of ID Plan Exit Conditions: <ul style="list-style-type: none"> Approval of final draft of document or artifact </p>		
Inputs:	Process Steps:	Outputs:
<ul style="list-style-type: none"> Templates or outlines Document Editing Matrix 	<ol style="list-style-type: none"> The information developer completes the create draft process (Section 5.1.1 on page 5-5). The information developer completes the archive process (See section 3.1.1 on page 3-4) for the document draft. The information developer distributes the document for review to the PM and identified SMEs or Clients. The information developer completes the editing process (Section 5.1.2 on page 5-8). Is another review required? The recommended process is First Draft, Second Draft, Final Product. If yes, go to step 1 If no, go to step 6. The information developer incorporates editor's and reviewer's changes. The information developer creates the Final Document. The information developer completes the archive process (See section 3.1.1 on page 3-4). The information developer distributes the documents as defined in the ID Plan. 	<ul style="list-style-type: none"> Baselined Document Editing Matrix Editing Stylesheet Review Tracking Sheet Quality Checklist Reader Comment Sheet Index Checklist
<p>Agents: <i>(people who execute this process)</i></p> <ul style="list-style-type: none"> Project Manager (PM) Subject Matter Expert (SME) Information Developer ID Editor (Editor) Client / User (Client) 		

Process Description IDP-4: Create Deliverables Process (Continued)**Methods and Tools:** (*machines, tools, methods, forms, worksheets, checklists, etc.*)

- Same as the ID Process Overview on page 2-9.
- Editing Matrix template
- Quality Checklist template
- Reader Comment Sheet template
- Index Checklist template

Measurements: (*process metrics, that is measures of process effectiveness*)

- Total ID effort
- Total ID time
- Conformance of actuals to estimates for ID's time, effort, and cost to reach key milestones, including final delivery

Reviews: (*peer or management reviews that are required*)

- Editor
- PM
- SME
- Client

Training: (*also, any orientation, mentoring, coaching*)

- All of the ID personnel are trained in the create deliverables process as described in the *ID Training Guide*.

References: (*standards, policies, procedures, etc.*)

- ID Standards document.

5.1.1 Create Draft Process

The following figure illustrates the create draft process:

