Department for Education

Digital Delivery Unit

Open standards implementation: Publishing , creating and storing documents in open standards format

November 2014

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The approach: phase 1

Publishing all documents in open standards formats will require a period of investigation to understand new software requirements and the impact of the change on the current software, agencies and end users.

Phase 1:

- Does not impact the whole department
- can be managed and delivered working directly with the Digital Content Team and agency colleagues
- resources to manage the change can easily be identified within the Digital Delivery Unit.

The expectation is that the move to open standards for documents published on Gov.UK can be achieved in Q4.

The approach: phase 2 and 3

Creating and storing all documents in open standards formats will require a period of investigation to understand any new software requirements and the impact of the change on the current software, hardware, integrated tools and staff.

Phase 2 and 3:

- Requires a much more intensive period of investigation
- solution must be compatible with DfE software and will require a change to the working practices of all staff
- resources will need to be identified from across the business
- stakeholders will need to be engaged and a detailed change impact assessment conducted.

A detailed plan for Phase 2 and 3 will be published in January 2015. The expectation is that the move to open standards for documents created and stored in integrated tools cannot be achieved until late 2015.

Phase 1: key considerations

The change to open standards for documents published on Gov.UK will require:

- an assessment of the publishing and technical requirements
- an understanding of the impact on end users
- the roll out of new software and tools
- a solution for users with older versions of MS Office
- a solution for users who cannot access documents in the new formats
- some documents being moved to a digital format
- specialist guidance and training for the Digital Content Team and ALBs.

Phase 1: project stages

DfE have defined the project stages and will conduct a period of investigation throughout November and December 2014.

In January 2015 an updated plan will be published.

The key projects stages are:

- November – Identify publishing requirements
- December – Identify technical requirements and develop the plan

The delivery timelines for the remaining project stages will be defined in the updated plan. These stages will be:

- Test solution
- Deliver training and produce guidance
- Publish in open standards format

Next steps

Phase 1

The Digital Delivery Unit will begin a period of investigation and analysis with the Digital Content Team to inform a detailed plan to be published in January 2015.

Phase 2 and 3

The Digital Delivery Unit will identify the resources to deliver this change to the wider department and publish a detailed plan in January 2015.

Department for Education

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