



ODF templates in a large-scale migration

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Office software evaluation 2005

- Office suite environment 2005 in the Ministry of Justice
 - Lotus SmartSuite 7000 users, Microsoft Office 3000 users
- Evaluation of three migration options: Lotus SmartSuite, Microsoft Office, and OpenOffice.org
- Key recommendations
 - Migration to mixed office suite environment with OpenOffice.org for 8500 users and Microsoft Office for 1500 users
 - Adoption of XML-based OpenDocument file format



OpenOffice.org pilot project

- Timing 12/2005 – 9/2006
- More than 150 participants from District Court, District Prosecutor's Office, Legal Register Centre, ICT Service Centre, Central administration of the Ministry
- Areas of special interest in the pilot project
 - Functionality
 - Compatibility
 - OpenOffice.org ↔ IBM Lotus SmartSuite
 - OpenOffice.org ↔ Microsoft Office
 - Training requirements
 - Support requirements
 - Installation and configuration
 - Windows XP and Windows NT 4 platforms



Cost evaluation of OOo and ODF migration

Cost evaluation for the period 2006-2011

- OpenOffice.org and Microsoft Office options compared
- OpenOffice.org option gives 4.7 M€ cost savings and
- Return on investment (ROI) exceeds 200%

	Lotus SmartSuite option	Microsoft Office option	OpenOffice.org option
License purchases	668 300 €	2 517 000 €	211 000 €
License maintenance	737 000 €	3 545 000 €	737 000 €
Training and support	200 000 €	370 000 €	580 000 €
Document conversions, application integration	105 000 €	355 000 €	535 000 €
Costs total	1 710 300 €	6 787 000 €	2 063 000 €



Migration status 1-9/2007

- Completed: >10 000 workstation installations, Finnish-language handbooks, support tools for learning and teaching
- Initial migration focus on 3000 employees, mainly in the largest offices in Helsinki, Turku, Tampere, Vantaa, and Espoo
 - Introductory lectures for large groups
 - Basic one-day training sessions for small groups
 - Document template workshops for advanced users
 - **More than 1000 document templates produced**
- Training IT support staff and in-house trainers
- Migration is based on in-house implementation without external service providers in order to boost internal skill growth



Helsinki District Court



ODF templates in the migration

- Templates are time-savers and keys to efficiency
 - Templates enable uniform document format and content
 - Tailored templates ease the migration and decrease the learning curve
- Guidelines
 - Provide a uniform ODF default template for all users
 - The template must be automatic when starting OpenOffice
 - Create the default template from scratch, do not convert!
 - Provide additional templates based on the default template
 - Fax, letter, memorandum, notice, statement, certificate, report, meeting call, meeting minutes, order, invoice, etc.
 - Be prepared for hundreds or thousands of templates



Default template is the foundation for other templates

Additional content

- Text
- Images
- Signatures
- Fields
 - Date and time
 - Page numbering
 - Author
 - Placeholders

Asiantuntija	Pyyntönohjaaja	Päättäjän	Merkki	Lähtöpaikka
PL 120	Jouko Luoma TO			
01111 Päättämääräys	12100 Päättämääräys	0110 20164000	0110 20164000	0110111 Päättämääräys

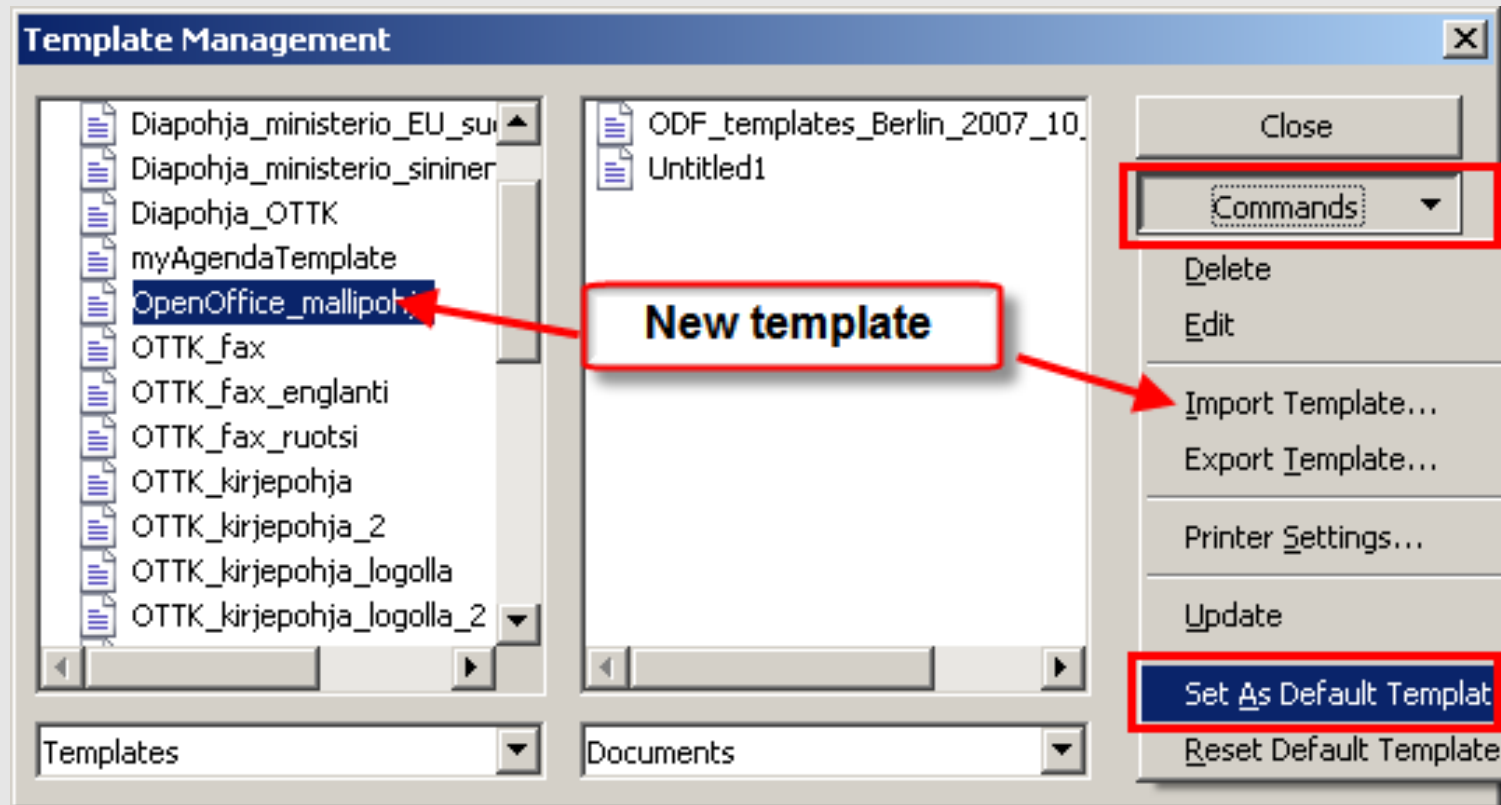


Creating the default text template

- *File → New → Text Document*
 - Modify and add paragraph styles: Font, Tabs, Indents & Spacing, Text Flow/Hyphenation
 - Modify and add page styles: Page/Paper format and Margins, Header and Footer
 - Modifications to list styles
- *File → Save As*
 - File type assignment: *OpenDocument Text Template (.ott)*
- Consider also OpenOffice.org settings in *Tools → Options*
 - OpenOffice.org: Fonts / Apply replacement table
 - OpenOffice.org Writer: General / Tab stops, Basic fonts

Default template assignment in a single-user environment

- (1) *File* → *Templates* → *Organize*
- (2) *Commands* → *Set As Default Template*





Large-scale distribution of default template assignment on Windows

- (1) In the installation model, copy the new default template e.g. ***New_template.ott*** to the template directory of the ***Default User*** :
C:\Documents and Settings\Default User\Application Data\OpenOffice.org2\user\template
- (2) Modify the node ***TextDocument*** of the Default User file ***setup.xcu*** :
C:\Documents and Settings\Default User\Application Data\OpenOffice.org2\user\registry\data\org\openoffice\setup.xcu

```
<node oor:name="Factories">
  <node oor:name="com.sun.star.text.TextDocument">
    <prop oor:name="ooSetupFactoryWindowAttributes" oor:type="xs:string">
      <value>136,155,592,383;4;0,0,0,0;</value>
    </prop>
    <prop oor:name="ooSetupFactoryTemplateFile" oor:type="xs:string">
      <value>$(user)/template/New_template.ott</value>
    </prop>
  </node>
```

- (3) Distribute the installation model on all workstations



Thank you for your attention!

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