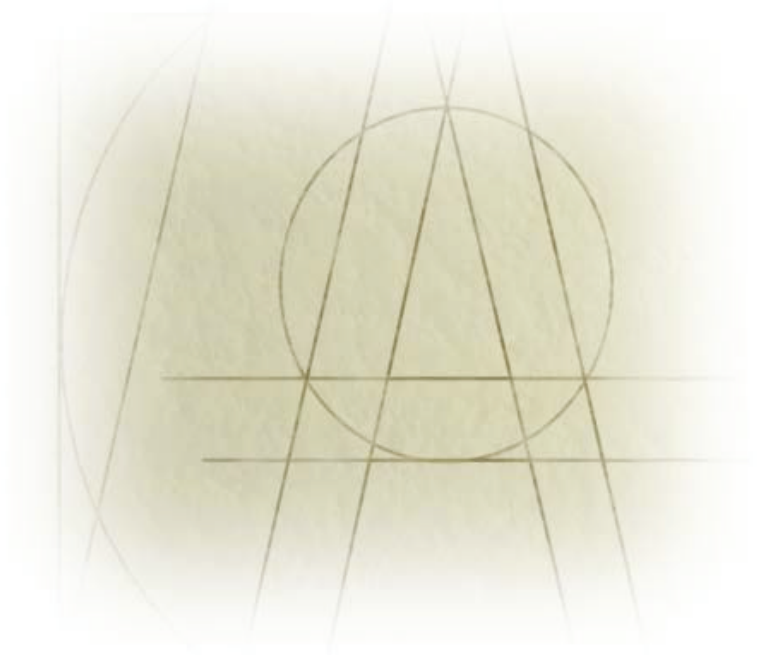# Implementing Open Standards for Documents
DWP Implementation Plans

March 2015

DWP Information Technology
CTO Office

Introduction

Government Digital Services (GDS) announced to Government Technology Leaders in July 2014 plans to implement Open Document Standards across departments. It established Open Document Format for Office Applications (ODF 1.2) as the standard for sharing documents across the public sector; with Portable Document Format (PDF/A) and Hyper Text Markup Language - Fifth Revision (HTML5) as the default for publishing documents.

This iterative document describes how and when DWP will implement open formats for publishing documents and as the default format for creating, editing and saving documents in its office productivity tools; so that DWP can offer a high degree of flexibility and choice to customers (both internal and external) by facilitating interoperability.

Current Position – Publishing in Open Format

DWP is working to ensure that:
- All new documents for publication on GOV.UK complied with, or were converted to, open standards
- All new PDF publications on GOV.UK were in PDF/A format
- Historic documents were made available in open formats by request.

DWP's strategy is to be digital first with all of its new developments. Our digital teams are able to generate and publish documents in ODF and PDF/A formats version 1.2 – in fact this capability is available to all staff.

Our transition to GOV.UK for our corporate information and customer guidance addressed the challenge of all viewable content published in HTML format meeting the HMTL5 standard.

Exceptions
Documents for machine readable purposes (financial data exchange) will remain unchanged

Adopting ODF Capable Office Productivity Tools

DWP is nearing the completion of rolling out Microsoft Office 2010 as part of the move to Windows7 and a thin client user environment based on Windows Server 2008 R2, with completion **due end March 2015.** We have also begun deploying Microsoft Office 2013 in limited volumes. Office 2010 and 2013 can save and open documents in ODF, as well as the PDF and OOXML open standards formats. This will give us the capability to save all new documents in ODF which will be a big step towards implementing the standard.

By end March 2015
- DWP will have completed the roll out of Microsoft Office 2010 to all staff users and new documents will be saved in ODF.
- Staff communications will have been distributed and online training made available.
- Intranet & collaboration (and social media channels) systems are being made ready for the storage of open standard documents.

Migrating Dependent Application to Open Document Formats

- DWP will provide guidance to DWP staff and users so that they understand the benefits of working with open formats and are supported during the change.
- DWP is currently implementing a management and control system to gain insight into our 'Business Developed Applications' (BDA's) and their integration with DWP's office productivity tools. The review will assess their compatibility with ODF. We will decommission or update these BDA's on a rolling opportunistic basis to support the move to full ODF.

- DWP will review and re-design training packages for use of Open Document Format in office productivity software.
- Compatibility - not all our current applications support the use of ODF formatted documents (e.g. integration of some of our legacy systems). We will seek an appropriate point in the technology or contract lifecycle to do something different that will enable transition.

Challenges and Considerations

Items that we have identified that we will investigate and address as appropriate during the implementation phases:

- Some internal 'Business Developed Applications' will have compatibility issues with VBA code/certain formulae in ODF documents. We have an ambition to drastically reduce the number of these applications driven from our application blueprints.
- Cost of change – the requirement to integrate use of ODF into business applications may be prohibitively costly for some legacy applications.
- Technology alternatives – ongoing review of tools and services in the market to see if they can be used to better meet user needs.
- Training - review and re-design all training packages to emphasise digital by default processes and use of open formats