

## 5.2 Managing the output

This should be the responsibility of the graphic designer or a senior member of the graphics team, reporting to the project leader. All outputs should undergo a 'sign-off' procedure.

### Watchpoints

- Agree what outputs are required at the outset and ensure the team have the required skills to deliver.
- Ensure you have all of the raw data available to complete the project – base-mapping, aerial photography etc.
- Agree within the team what techniques will best illustrate the messages (analytical, conceptual, measured or perceptual), but trust the judgement of the graphics specialists.
- Decide the method to be used for illustrations – hand drawn, computer generated or a combination of both.
- Decide the computer programs to be used by the team to ensure compatibility.

## 5.3 List of figures

One of the best ways of organising illustrations is by creating a list of figures that will be required, of which all team members are aware. This helps establish the schedule for creating the information for the figures and diagrams from the outset. A clear, logical numbering system should be created and digital files should be named to correspond. The graphics will come from a variety of sources and may be produced by different people. It therefore requires co-ordination. The example below indicates:

- the figure number
- the figure name
- the technique required
- who will produce the figure
- on which base-maps it should be overlaid (if applicable).

FIGURE NUMBER	FIGURE NAME	TECHNIQUE/METHOD	AUTHOR	BASE MAP
Figure 1	Context plan	Hand-drawn sketch	RK	1
Figure 2	Site plan	Measured computer illustration	BM	2
Figure 3	Overall masterplan	Hand-drawn masterplan on computer map base	NP	3
Figure 4	Development areas	Measured CAD plan	BM	3

*A list of figures is an excellent way of organising the outputs and resourcing them*