

Planning Your Technical Writing Project

Who is my audience and what do I know about them?

What are some of the "givens" I can't overlook?

What format do I think will work best? (single sheet, brochure, notecards, etc.)

Do I need graphics? Where will I find these?

What are any special considerations my project needs to include? (think safety, etc.)

What kind of instructions will work best? (numbered sequence, list, diagram, etc.)

What kind of usability testing will I need to perform? (survey, hands-on testing, etc.)