

Form a Plan

Questions jump-start your planning process.

1. What form should your message take?

2. Does a useful, usable template already exist?

Yes

No

3. If not, will a good template add enough value for you to justify spending time creating one? What benefits will you and your team gain if you create one?

4. What other thoughts do you have about format?

5. Depth: What depth of detail serves users best?

6. Depth: What detailed technical or process info serves users best?

7. Requirements: List information or language you must include. What must you say or include by law, rule, or regulation?

8. What order of information works best to lead users to find, understand, trust, and recall key points of THIS document?

Check all that apply.

- BLUF: Bottom Line Up Front (Descending Order)
- Showing Sequence: Chronological Order
- Bad News Format

9. Deadlines: What deadlines must the USER meet?

10. Deadlines: What deadlines must YOU meet?

11. Purpose: What does success look like to your customer?

12. Purpose: What does success look like to YOU?

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Google Forms