# Technical Writing Process Checklist

| **Plan** |
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| **Practice**   * Collect Information, Data, and Knowledge * Make a Plan * Analyze Audience * Define Review Team * Estimate Scope, Time, and Cost * Develop Schedule   **Outputs**   * Collected Information, Data, and Knowledge * Documentation Plan * Audience Profile / Personas * Review Matrix in Documentation Plan * Estimating Sheet * Project Schedule / Timeline |

| **Design** |
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| **Practice**   * Design Structure (e.g., Table of Contents) * Design Stylesheet * Design Templates   **Outputs**   * Document Structure (e.g., Table of Contents) * Document Stylesheet * Document Template |

| **Write** |
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| **Practice**   * Write Drafts (First, Interim, Final) * Include Images   **Outputs**   * First Draft Ready for Review * Updated Document Structure / Table of Contents |

| **Edit** |
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| **Practice**   * Edit Drafts   **Outputs**   * Edited Drafts |

| **Review** |
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| **Practice**   * Validate and Test Information * Conduct Peer Review * Conduct Subject Matter Expert Reviews   **Outputs**   * Validated and Tested Information * Request for Review * Review Feedback * Reviewed Draft |

| **Translate** |
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| **Practice**   * Select Translation Partner * Translate and Localize Content * Create Terminology Database   **Outputs**   * Translated and Localized Content |

| **Publish** |
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| **Practice**   * Establish Document Control * Obtain Approval * Conduct Final Checks * Publish Final Version * Communicate with Stakeholders   **Outputs**   * Request for Approval * Controlled and Published Document * Message to Stakeholders |

| **Manage** |
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| **Practice**   * Manage Progress   **Outputs**   * Checklist * Status Tracker * Kanban Board * Updated Project Schedule |