# Technical Writing Process Checklist

| **Plan** |
| --- |
| **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** |
| --- |
| **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** |
| --- |
| **Practice*** Write Drafts (First, Interim, Final)
* Include Images

**Outputs*** First Draft Ready for Review
* Updated Document Structure / Table of Contents
 |

| **Edit** |
| --- |
| **Practice*** Edit Drafts

**Outputs*** Edited Drafts
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| **Review** |
| --- |
| **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** |
| --- |
| **Practice*** Select Translation Partner
* Translate and Localize Content
* Create Terminology Database

**Outputs*** Translated and Localized Content
 |

| **Publish** |
| --- |
| **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** |
| --- |
| **Practice*** Manage Progress

**Outputs*** Checklist
* Status Tracker
* Kanban Board
* Updated Project Schedule
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