



# BLUE COMMUNICATIONS, LLC

## TECHNICAL WRITER SOP CHECKLIST FOR QUICK-START GUIDES

**Instructions:** Please complete this form to ensure you follow the Standard Operating Procedure when developing a new Quick-Start Guide. Scan and electronically file this completed checklist into the client project folder at w:\QSG\client)

**Technical Writer's Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

### PROJECT INFORMATION

**Client** \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Client Contact Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

PROCESS TO FOLLOW	DELIVERABLE
<b>Analysis</b> <input type="checkbox"/> Hold kick-off meeting <input type="checkbox"/> Analyze audience needs and finalize audience persona <input type="checkbox"/> Document final audience persona and client expectations <input type="checkbox"/> Finalizes quick-start graphics	<input type="checkbox"/> <b>Meeting minutes</b>  <input type="checkbox"/> <b>Audience persona</b>
<b>Comments</b>     	
<b>Design</b> <input type="checkbox"/> Decide on timeline and deadline for QSG <input type="checkbox"/> Decide on budget for QSG <input type="checkbox"/> Decide on content for QSG <input type="checkbox"/> Decide on graphics for QSG	<input type="checkbox"/> <b>Deadline</b>  <input type="checkbox"/> <b>Budget</b>  <input type="checkbox"/> <b>Content</b>  <input type="checkbox"/> <b>Graphics</b>

PROCESS TO FOLLOW	DELIVERABLE
<b>Comments</b>	
<b>Development</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create first draft of QSG</li> <li><input type="checkbox"/> Graphic designer receives first draft of QSG</li> <li><input type="checkbox"/> Add approved graphics</li> <li><input type="checkbox"/> Create second draft</li> <li><input type="checkbox"/> Send completed QSG to manager for review</li> <li><input type="checkbox"/> Manager approves QSG</li> <li><input type="checkbox"/> Conduct usability testing and create report</li> <li><input type="checkbox"/> Create final draft of QSG</li> <li><input type="checkbox"/> Sign off on final QSG</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>First draft of QSG</b></li> <li><input type="checkbox"/> <b>Second draft of QSG</b></li> <li><input type="checkbox"/> <b>Usability Report</b></li> <li><input type="checkbox"/> <b>Final QSG</b></li> </ul>
<b>Comments</b>	
<b>Implementation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform that implementation of QSG is ready</li> <li><input type="checkbox"/> Approve implementation</li> <li><input type="checkbox"/> Send electronic copy of QSG to client for implementation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>QSG Implemented</b></li> </ul>
<b>Comments</b>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Decide on and write evaluation questions</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Evaluation questionnaire</b></li> </ul>

PROCESS TO FOLLOW	DELIVERABLE
<input type="checkbox"/> Email evaluation questionnaire to client <input type="checkbox"/> Receive completed questionnaires from client <input type="checkbox"/> Organize results from questionnaires <input type="checkbox"/> Meet with management to discuss results of questionnaire <input type="checkbox"/> Implement changes, if needed, to QSG <input type="checkbox"/> Revised QSG approved <input type="checkbox"/> Send updated electronic copy of QSG to client	<input type="checkbox"/> <b>Revised QSG</b>
<b>Comments</b> <div></div>	

Technical Writer's Signature \_\_\_\_\_ Date \_\_\_\_\_