To: 349 Students
From: Jim Kalmbach
re: Small group planning

Your planning document should be a memo to me. It will combine the information plan and planning document that you will do for your longer project. Include the following topics:

1. The nature and purpose of your document.
2. The goals and objectives of your document.
3. An audience profile: In the profile, include:
   - The different types of audiences your document(s) will need to address, and the background (education, attitudes, etc.) of these audience types.
   - The environment where they will likely be using your document(s). What issues about this environment will influence the construction of your document(s)?
   - The audiences needs. What does the audience expect and require of the document(s)? What are they going to want to do with your document(s)?
4. Task Analysis. List the tasks that your audience will do with your document. Be as specific as possible.
5. Design Plan. Discuss your plan for designing the document. Include a sample page from the document.
6. Page/Screen and Graphics Count. The number of pages/screens and graphics you will need.
7. Schedule. You need to schedule: (1) A date to turn in the plan. (2) A date to turn in the alpha draft. (3) A date to turn in the beta draft. (4) A date to turn in usability/validation report. (5) A date to turn in final draft and individual wrap up memos (no later than October 15). For planning purposes, you can assume that I will return drafts the next class meeting (for major class project, I will need a week). Be sure to schedule time to review and act on my comments.
8. An outline of your proposed content. Explain each topic in terms of its intended content and purpose in a brief paragraph.