

Draft title:

# Document Preparation Plan (Checklist)

Authors:

## PART ONE: PRODUCTION PLAN

### 1. Purpose (reasons for writing)

- Project aim
- Author requirements
- Client requirements
- Organisation / Company requirements

### 2. Target audience

- Qualifications & education
- Occupations
- Knowledge of topic
- Accessibility of document

### 3. Activities needed to complete document

- Data collection & analysis
- Literature & information sourcing
- Communication (co-authors)
- Literature & information summaries

### 4. Activities needed to complete document (cont.)

- Pre-writing & planning
- Writing & editing
- Preparation of visual aids
- Proofreading & document formatting
- Document storage and retrieval
- Document distribution

### 5. Resources needed to complete document

- Staff or colleague assistance
- Equipment
- Software & training
- Travel, meals & accommodation
- Access to facilities
- Writing & reading space
- Writing & reading time
- Publication & distribution costs
- Funding for resources

## PART TWO: CONTENT & STRUCTURE

### 1. Document features

- Type (e.g. report, paper, blogpost)
- Format (e.g. paper, pdf, latex, word)
- Length
- Type & no. of visual aids
- Graphic design (e.g. colours, layout)

### 2. Structure

- Abstract or executive summary
- Table of Contents
- Introduction
- Materials & methods, procedure
- Desktop study or literature review
- Discussion, conclusion
- Citation and reference style
- Acknowledgements
- Appendices
- Bibliography or reference list

### 3. Content summary (draft)

- Key words & terms
- Aim & problem statement
- Overview of previous work
- Overview of methods
- Summary of results
- Key findings (implications of results)
- Overall conclusions
- Key take-home messages

### 4. Contribution to industry or academic community

- Outline of your document's contribution
- Plain English summary for wide distribution
- List of places to announce document (e.g. LinkedIn, Industry newsletters, research groups)
- List of colleagues to send document