

Module 3: How and why to invest your energy during the planning stage

**Resource: Document Planner**

<b>Topic</b>	
<i>What is the document about?</i>	<hr/> <hr/>
<b>Purpose</b>	
<i>What should the document accomplish?</i>  <i>Specifically, what do you want the reader to do after reading it?</i>	<hr/> <hr/> <hr/>
<b>Message</b>	
<i>What is the main point of the document? What is the Bottom Line Up Front (BLUF) statement?</i>	<hr/> <hr/>
<b>Readers</b>	
<i>Who are your readers, both internal and external? List them by name, role, or title.</i>	<hr/> <hr/>
<b>Readers' Questions</b>	
<i>What questions will your reader have about your topic?</i>	1. <hr/> 2. <hr/> 3. <hr/> 4. <hr/> 5. <hr/> 6. <hr/> 7. <hr/> 8. <hr/>

Resource: Document Planner, continued

<b>Requirements</b>	
<i>What content must this document include?</i>	<hr/> <hr/>
<i>What sections must this document present?</i>	<hr/> <hr/>
<i>What format must this document follow?</i>	<hr/> <hr/> <hr/>
<b>Resources</b>	
<i>Whom should you call while working on this document?</i>	<hr/> <hr/>
<b><i>What other documents should you look at while writing this document?</i></b>	<hr/> <hr/>
<i>What regulations should you consider while writing this document?</i>	<hr/> <hr/>
<b>Deadlines</b>	
<i>Supervisor review</i>	<hr/>
<i>Peer review</i>	<hr/>
<i>Editor review</i>	<hr/>
<i>Front office review</i>	<hr/>