**Instructions for the writer of the Quickstart Guide**

Before you publish your Quickstart Guide, have it reviewed by at least one subject matter expert. This person should be a member of the team who created the product, service or tool you’ve explained in the Quickstart Guide.

You can use the customizable Review Checklist (on the following page) to solicit feedback from the subject matter expert in your company.

1. Add specific terms or features, etc., about your product to each category.
2. Ask a subject matter expert to use the Checklist to review your Quickstart Guide.
3. Schedule a meeting with the subject matter expert to discuss their feedback on the Guide.
4. Use the expert’s suggestions to revise the Guide, as needed.

**Quickstart Guide Review Checklist for Subject Matter Experts**

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| --- |
| **Accuracy** |
| **The following terms have been used accurately in the Quickstart Guide:** |
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|  |  |
|  |  |
| **Functionality** |
| **The following features work the way they are explained in the Quickstart Guide:** |
|  |  |
|  |  |
|  |  |
| **Consistency** |
| **The following items in the Quickstart Guide are consistent with other help content on the product, including the User Manual, FAQs, and Knowledgebase:** |
|  |  |
|  |  |
|  |  |
| **Appropriateness for the intended user** |
| **We wrote the Quickstart Guide for a novice/experienced/expert user of our product. (Choose one.) Here’s what we did to make the Guide appropriate for this type of user:** |
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