



Planning & Preparation Checklist

Content Definition

- Define the target audience (skill level, background).
- Identify the purpose of the document (inform, instruct, persuade).
- Determine the scope of the document (what's included/excluded).
- Outline the key topics and subtopics.

Information Gathering

- Gather all necessary information from reliable sources.
- Verify the accuracy of the information.
- Organize the information logically.

Template Selection

- Choose a suitable template that aligns with the document's purpose and audience.
- Ensure the template is accessible and user-friendly.
- Customize the template as needed to fit the specific content.

Writing Style & Grammar Checklist

Clarity & Conciseness

- Use clear and concise language.
- Avoid jargon and technical terms unless necessary and properly defined.
- Write short, simple sentences.

Grammar & Mechanics

- Check for grammatical errors (subject-verb agreement, tense consistency).
- Proofread for spelling and punctuation errors.
- Ensure consistent use of capitalization and abbreviations.

Tone & Voice

- Maintain a professional and objective tone.
- Use active voice whenever possible.
- Avoid biased or subjective language.

Formatting & Layout Checklist

Visual Hierarchy

- Use headings and subheadings to create a clear visual hierarchy.
- Employ bullet points and numbered lists to break up text.
- Use white space effectively to improve readability.

Graphics & Visuals

- Include relevant graphics and visuals to illustrate concepts.
- Ensure images are high-quality and properly labeled.
- Provide alternative text for images for accessibility.

Consistency

- Maintain consistent formatting throughout the document.
- Use the same font, size, and style for headings, body text, and captions.
- Ensure consistent use of terminology and abbreviations.

Review & Finalization Checklist

Technical Accuracy

- Verify the technical accuracy of all information.
- Consult with subject matter experts to ensure accuracy.
- Update the document to reflect any changes or updates.

Usability & Accessibility

- Ensure the document is easy to navigate and understand.
- Make the document accessible to users with disabilities (e.g., screen readers).
- Provide clear instructions and examples.

Final Review

- Proofread the document one last time for any errors.
- Get feedback from others and incorporate it into the document.
- Ensure the document meets all requirements and objectives.