

Here's a comprehensive list of questions, organized into logical categories, to cover all aspects of planning and creating a document:

Purpose and Audience

1. **What is the primary purpose of this document?**
(E.g., educate, guide, reference, comply with regulations.)
 2. **Who is the target audience?**
(E.g., end-users, technical staff, management, external clients.)
 3. **What is the audience's level of expertise on the topic?**
(Beginner, intermediate, advanced.)
 4. **What are the audience's main pain points or needs this document should address?**
(E.g., troubleshooting, step-by-step guides, high-level overview.)
 5. **What specific outcomes do we want the audience to achieve after using this document?**
(E.g., complete a task, understand a concept, resolve an issue.)
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Scope and Content

6. **What topics or content must be included in the document?**
7. **What is explicitly out of scope?**
(Avoids wasting time on unnecessary content.)
8. **Are there key messages or concepts that need to be emphasized?**
9. **What terminology or jargon needs to be explained or avoided?**
10. **Are there specific examples, use cases, or scenarios that should be included?**
11. **Are there related documents, templates, or resources to reference or align with?**

12. **What legal or compliance information needs to be addressed?**
(E.g., disclaimers, licenses, or standards.)
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Content Presentation

13. **What format will the document take?**
(PDF, web-based, print, or another medium.)
 14. **Are there requirements for structure or layout?**
(E.g., table of contents, sections, or appendices.)
 15. **Should visuals (diagrams, screenshots, videos) be included?**
(If so, what kind?)
 16. **What tone and style should the document have?**
(Formal, conversational, technical, persuasive.)
 17. **Are there accessibility requirements?**
(E.g., adherence to WCAG or other standards.)
 18. **Are translations or localizations needed for the document?**
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Collaboration and Workflow

19. **Who are the subject matter experts (SMEs) for this project?**
20. **What is the preferred review process?**
(E.g., number of review cycles, key reviewers, feedback format.)
21. **Who are the primary stakeholders?**
22. **What is the deadline for the first draft, reviews, and final delivery?**
23. **What level of involvement do stakeholders expect to have during the process?**

Tools and Resources

- 24. **What tools or software should be used for creating the document?**
(E.g., Microsoft Word, Confluence, or specialized tools.)
 - 25. **Are there style guides or branding requirements to follow?**
 - 26. **Are there existing templates or formats that must be used?**
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Maintenance and Updates

- 27. **Who will maintain the document after delivery?**
 - 28. **How often will the document need to be updated?**
 - 29. **What triggers updates to the document?**
(E.g., new product features, policy changes.)
 - 30. **Where will the document be stored or published?**
 - 31. **Who will have access to edit or review the document after publication?**
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Success and Metrics

- 32. **How will the success of the document be measured?**
(E.g., user feedback, reduced support tickets, compliance checks.)
- 33. **What are the key performance indicators (KPIs) for this document?**
- 34. **Is there a feedback mechanism for users?**
(E.g., surveys, comments, or analytics.)

Risks and Challenges

- 35. **What are the potential challenges or roadblocks in this project?**
(E.g., lack of SME availability, tight deadlines.)
 - 36. **What happens if the project scope changes midway?**
(E.g., new features added, priorities shifted.)
 - 37. **Are there contingency plans for missed deadlines or incomplete information?**
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Additional Considerations

- 38. **Is there a need for cross-department collaboration?**
- 39. **Are there any dependencies on other projects, teams, or resources?**
- 40. **Are there examples of similar documents considered successful?**
- 41. **Does the document need to align with any industry or company standards?**