

# Whitepaper Writing Checklists

Wednesday, 25 September 2019

1:50 PM

- ☐ Format/Template
  - ☐ Title
  - ☐ Abstract
  - ☐ Introduction/Problem Statement
  - ☐ Solution Definition
  - ☐ Impact/Business benefit
  - ☐ Conclusion
  - ☐ Call To Action
- ☐ Process
  - ☐ Tools for grammar, readability
  - ☐ Reviewed with Supervisor
  - ☐ Right template applied
  - ☐ References/Credits given
- ☐ Objectives
  - ☐ The right stakeholders are addressed
  - ☐ Call to action is clear
  - ☐ Outcomes/Impact clear
- ☐ Writing Style
  - ☐ No Ambiguity
  - ☐ To the point, succinct
  - ☐ SUCCE(s) principle
  - ☐ Has data, tables, infographics