# How-To Guide # - Template

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**Owner**

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**Stakeholders**

*TBD*

**Status**

**DRAFT**

**WIP**

**COMPLETED**

**OUTDATED**

Goal

Prerequisites

* Steps
* Known Issues
* Resources

# Goal

State the goal of the guide in a short outline.

You can optionally use a S.M.A.R.T format to further narrow down the objective.

**Example**

S: By going through the guide you'll get the [specific thing];

M: The result could be assessed via the [numeric measurement];

A: This guide is one of the ways to [achieve the goal];

R: This guide addresses the following [reasons];

T: It takes [time] to go through and has a potential of saving [time] amount of time.

# Prerequisites

*What does target audience need to have?*

*Make sure to provide information regarding the following requirements:*

* *access/credentials*
* *tools/software*
* *knowledge/skills*

# Steps

*List the possible sequence of instructions the audience needs to complete to achieve the goal. Each instructions could be supplemented with an example for verification purposes.* **Step Example**

* *#. Step Title*
* *Summary*
* *(Optional) Example*

# Known Issues

*List all the previously encountered problems that might occur during the guide's process. Be sure to provide known ways to address the issues or guidance on how to get the help.*

# Resources

*A list of links to resources that might be helpful to provide more context.*

*A list of links to documents that are somehow related to the topic.*