Before you begin…

# Scope—the work involved

Determine what is involved.

* Content creation and update of text and graphics
* Peer review
* Branding

The scope of the task also depends on the document lifecycle. Less effort is put into one-off changes to end-of-life products.

# Schedule—the requested timelines

Negotiate the schedule.

* Due date
* Interim milestones
* Dependencies

# Priority—the importance of the end date

Ascertain the project priority.

* Event (fixed date needs to be met)
* Product launch (date may change)
* Customer commitment (may be negotiable)
* Project milestone (internal date that may not be critical)

# Source—the files with the information

Locate the source files.

* This is important
* It affects how long the task will take

# Resources—SMEs, Reviewers, and Approvers

Identify who will work with you.

* Subject-matter experts answer your questions
* Reviewers read the information
* Approvers sign off on the project

# Communicate—let people know

Ensure awareness of your plan.

* Involve the requestor
* Inform the project team