



Microsoft Paint Wiki - Homepage

[Element Numbers] [Wiki Home Page](#)

Project Description and Scope ☰

The MS Paint Upgrade Project will add four new functions to MS Paint and address two known bugs. Using the Agile methodology, it will be completed in eight months.

Features to add:

- Vector Tool
- Crop-to-Shape
- 3D Text Effect
- Tabs

Bugs to address:

- Scaling/Resizing Image Issues (lagging)
- App hangs or "freezes" when text is entered

A document development project will be run in tandem by a separate documentation team to develop a unified content strategy using DITA XML. The strategy will establish content modules for reuse across all [document products](#). Third-party providers will [localize](#) all content for the [Japanese](#), [Chinese](#), and [Indian](#) markets.

Vision Statement ☰

The software upgrade project's vision is to improve MS Paint and provide users with features and quality found in more specialized applications.

The supporting document development project aims to improve the accuracy and consistency of the information products, helping the user become proficient with the software faster.

Timelines/Milestones ☰

The schedule of the two projects is [defined by three timelines](#). One timeline defines the software development project, and two timelines define the documentation project. The documentation project has two timelines because the translation and localization activities require a separate timeline due to their complexity and time constraints. Select the column heading links for the start and end dates of each milestone.

Software Development Timeline	Documentation Development Timeline	Translation and Localization Timeline
<ul style="list-style-type: none">• Planning• Analysis	<ul style="list-style-type: none">• Planning• Design	<ul style="list-style-type: none">• Analysis• Preparation

<ul style="list-style-type: none"> Design Coding Testing Deployment 	<ul style="list-style-type: none"> Writing/Editing Production 	<ul style="list-style-type: none"> Machine Translation Human Translation Review Publishing
---	---	--

Feature/Fixes Roadmap 📈

Features 🌟

Feature	Description	Dates	Priority	Effort	Status	Notes
Vector Tool			HIGH	HIGH	SHIPPED	
Crop-to-Shape			MEDIUM	HIGH	NOT STARTED	
3D Text Effects			LOW	LOW	NOT STARTED	
Tabs			MEDIUM	LOW	IN PROGRESS	

Bugs 🐞

Bug	Description	Ticket	Impact	Priority	Effort	Status	Notes
Image Scaling	Users report issue where scaling large images causes application to lag.	Bug.tk/4321-0101	MEDIUM	LOW	HIGH	IN REVIEW	Anti-Aliasing issue experienced when scaling large images or working in a large file on slower machines.
App Hang - Text	Entering text causes application to freeze.	Bug.tk/7398-0702	HIGH	HIGH	MEDIUM	IN PROGRESS	Application is hanging when modifying text boxes in files with many objects.

Risks and Assumptions

Translation and localization activities are highly dependent on the completion and finalization of all content and UI design within the software development project. Uncommunicated and last-minute changes also pose a risk of missing or inaccurate content. A solid communication plan and open and frequent communication are the best mitigation methods to minimize the potential for uncommunicated changes.

The requisite completion of the development activities greatly reduces the timeline available for translation and localization services. The complexities of the cultures and languages targeted by the documentation project further increase the workload and risk in maintaining the scheduled delivery of content. Early initiation of services is key to ensuring the success of the translation and localization service.

All resources are assumed and expected to be available for the project's duration. It is always possible, however, that resources may require reassignment in the event of staff illness or removal from the project. Financial and budgetary requirements are assumed to be accounted for and sufficient, but careful collaboration with finance will help constantly monitor financial requirements for the project's duration. Accurate planning and thorough communication with third-party service providers such as localization providers and print shops will help mitigate cost overruns by allowing for accurate quoting of services.

All hardware and software required for project-related activities are assumed to be sufficient and in good working order. Spare computer hardware and either on-site or contracted support services will ensure any hardware or software issues are promptly resolved.

Assumption/Risk	Mitigation
Assumption - Sufficient available finances	<ul style="list-style-type: none">Accurate planning and thorough communication with contracted service providers to allow for accurate quotations and estimates.Ongoing collaboration with finance department to monitor usage of finances.
Assumption - Staff availability	<ul style="list-style-type: none">Awareness of each member's skill set in the event staff need to be reassigned either temporarily or permanently.
Assumption - Reliable hardware and software functionality	<ul style="list-style-type: none">Maintain spare computer hardware in the event of hardware failures.Have on-site support staff or contracted support providers to promptly address any hardware or software issues.Allocate a portion of the budget to provide for service of Information systems.
Risk - Uncommunicated changes in product development	<ul style="list-style-type: none">Ask well-thought-out follow-up questions during daily scrums to confirm task status.Be aware of all key players and keep lines of communication open.
Risk - Limited time for translation and localization	<ul style="list-style-type: none">Ensure content is neutralized to reduce work required in localization.Perform machine translation as early as possible to reduce translation work required.

	<ul style="list-style-type: none"> Initiate human translation early to get a head start.
Risk - Delays in localization	<ul style="list-style-type: none"> The translation service provider for India is a large service provider capable of high-volume work. India is the least likely region to experience translation delays, so the assigned service provider can be tasked with additional work for the Japanese and Chinese localization tasks. If necessary, enlist the services of a fourth service provider.

Translation/Localization ☰

The [translation and localization strategy](#) involves all content modules required for the final drafts of the in-scope [information products](#). It considers all [language and cultural factors](#) for the target regions and provides a [timeline](#) linking the [software development project](#), [information development project](#), and [translation and localization activities](#).

All in-scope Information products must be translated and localized for the [Japanese](#), [Chinese](#), and [Indian](#) markets. Each target region demands unique considerations in using imagery, cultural sensitivities, and language formalities, so a unique [translation service provider](#) has been selected for each region.

Audience Analysis ☰

The [audience analysis](#) provides a comprehensive understanding of the diverse user base. Insights into their strengths and weaknesses guide the development of documentation tailored to their needs.

Roles and Responsibilities ☰

Role	Responsibilities
Project Manager <ul style="list-style-type: none"> Oversees documentation team Ensures alignment with Agile 	<ul style="list-style-type: none"> Coordinate daily updates with Seattle team; participate in Agile scrums Manage project schedules and integrate content development with software development phases Ensure cross-team communication Address risks Adjust schedules and communicate changes to stakeholders
Senior Technical Writer <ul style="list-style-type: none"> Leads content for comprehensive user documentation Oversee content map and reuse strategy 	<ul style="list-style-type: none"> Develop detailed user manuals, e-learning materials, embedded help content, etc. Coordinate with the development team to ensure technical accuracy Provide guidance and support to junior writers on reuse strategies and localization Review and validate documentation for high-priority software features and bug fixes

Junior Technical Writers	<ul style="list-style-type: none"> Support content creation Assist in implementing reuse strategies across formats 	<ul style="list-style-type: none"> Draft embedded help files, tooltips, and web content based on the new functions and resolved bugs Assist in the creation of e-learning modules by adapting reusable content Collaborate with translators to ensure content is ready for localization
Localization and Translation Coordinator	<ul style="list-style-type: none"> Manages external service providers for content translation 	<ul style="list-style-type: none"> Prepare source files for translation Oversee localization workflow using DITA-based tools Verify consistent and cultural accuracy of translated content Address issues related to terminology, regional formatting, or variable reuse
Editor	<ul style="list-style-type: none"> Ensures all documentation is clear, concise, and consistent. 	<ul style="list-style-type: none"> Apply style guides and verify adherence to formatting and reuse standards Perform quality assurance checks on translated content Conduct final reviews and approvals of all documentation before sign-off

Communication Plan

The [communication plan](#) outlines structured meetings that ensure alignment and progress across all teams. Status updates and key stakeholder updates explain project decisions and keep everyone informed on content development. We hold remote milestone and deliverables meetings, risk assessment meetings, and daily scrum meetings to address workflow and potential obstacles. We have also added a feedback loop to have open communication with users.

Content Map and Reuse Strategy

The [content map](#) outlines the reuse strategy for all documentation supporting the latest software upgrade. Using a modular and colour-coded approach, the map organizes content for various outputs, including user guides, FAQs, and release notes.

DITA Process and tools

The [DITA framework](#) allows our team to streamline content creation, management, and publication while aligning with a unified content strategy emphasizing reuse. By leveraging Oxygen XML Editor, our team can adopt a structured authoring approach that supports seamless integration with tools like GitHub, SharePoint, and Confluence.