USING A PLAN SHEET TO ORGANIZE A COMMUNICATIVE TASK

The plan sheet is an essential tool in technical communication. It is like a road map that will guide you throughout the process so that you can arrive successfully at your destination. Remember that your goal is to produce an EFFICIENT and EFFECTIVE text. It is very important that you follow the steps in your plan and that you try to be as specific as possible in completing its different parts.

You can apply the following general pattern to any text you produce, adapting it to each specific type of document:

PLAN SHEET

AUDIENCE

- *Who will read/listen to your text?*
   Technicians

- *What's the audience's level of knowledge/specialization?*
   Basic programming and web services knowledge

- *How will your audience use your text? What will they do with the information?*
   As a guide to learn how to create a website from scratch. The audience will use this information to start creating their own websites.

PURPOSE

- *What is the general purpose of your text?*
   To instruct the reader how to create a website.

- *Can you identify other more specific purposes?*
   Definition of some technical aspects related to the technologies we are going to use to develop the website.
   To explain the decision of why we choose these technologies.
   Description of the procedure of how to deploy a basic web application on the cloud.

- *What title will most clearly reflect this purpose?*
   How to build a web page.

SUBJECT

- *What is your text's subject matter/topic?*
   Developing a web page.

- *How specialized should your content be?*
   Since the target audience are technicians, we wanted to specialize the content a bit more by explaining a more traditional way to create a website, which uses some coding knowledge as well as web service knowledge.

- *Do you have sufficient information to complete the subject? If not, what sources or people can help you locate additional materials?*
   Yes, with Internet web pages we have enough information to complete the assignment

PLAN SHEET (2)

AUTHOR

- *Will the technical communication task be a collaborative or an individual effort?*
  Collaborative. In pairs.

- *If it is collaborative, what are the responsibilities of each team member?*
  To organize themselves and help each other at each stage of the writing process. We're going to meet through Discord and we'll organize ourselves what sections we should work on next.

DESIGN AND GENRE

- *Is it oral or written? What genre does it belong to?*
  Written. Our idea is to write this text as an article targeted to an audience with some technical knowledge.

- *Are there special features the text should have with respect to genre, design, and conventions?*
  Visuals, links and references to resources.

DUE DATE

- *What is the deadline for the completed text?*
  The final submission is due 15th November.

- *What is the timeline for the different stages of the project (one week, two weeks…)?*
  Every week we deliver a document belonging to a stage of the writing process (pre-writing, writing, post-writing)