Preliminary Documentation Plan

This plan describes the proposed content and work plan for:

Microsoft Word for Incoming College Freshmen

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English 380: Intermediate Technical Writing

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Executive Summary

The purpose of this documentation plan is to describe the manual *Microsoft Word for Incoming College Freshman* and outline my developmental plan. This plan consists of an analysis of its target users and a framework for the deliverables, table of contents, schedule, and additional resources necessary to complete this project. *Microsoft Word for Incoming College Freshman* is a task-oriented manual devised to aid new college students with the elevated workload they may face across a variety of degree programs.

My manual will consist of 16 modules where I will well equip new college students with the Microsoft Word expertise they need to succeed. I plan to complete this manual by November 19th, the final day of classes.

Product Description

Word for Office 365 for Windows 10 is a software application used for word processing. This application allows the user to arrange document layouts, format text, insert media, along with many other tools. As part of Microsoft, Word works directly with Microsoft OneDrive a file hosting service used to store files to the cloud making them transferable to other devices.

User Analysis

The goal of a new college student is to complete schoolwork in an efficient manner so that they may balance their academics with an entirely new lifestyle on campus and or while working a part-time job. Often these students will approach writing tasks in a rushed manner as they scramble to meet deadlines in their busy days. Incoming College Freshman predominantly prefer Google Docs over Microsoft Word. Over both the interviews I conducted I have learned that this preference is due to the ease of sharing documents which Google provides. Furthermore, I gathered that a college freshman wants a writing software system with both functionality and portability. *Microsoft Word for Incoming College* Freshmen will demonstrate how Word can benefit students in both these areas through its formatting prowess and adaptability with OneDrive.

Based upon my user focus, I plan to organize my manual into headings which each address the most important components of Word. Creating Assignment Outlines would be key to explaining how Word can be used to better approach a paper assignment. Constructing Citations would be appropriate to demonstrate how Word makes any type of citation effortless. Also, modules in Clarifying Formatting and Revising Documents will enhance student's presentation standards. My manual will be a thorough guide for how a college freshman can best make use of Word to punctually and professionally complete important assignments.

As this manual is aimed towards students of all degree programs the types of documents covered will take a universal approach with essays and lab reports being the most used examples.

Deliverables and Table of Contents

Proposed table of contents for *Microsoft Word for Incoming College Freshmen*:

Introduction (1 page)

Creating Assignment Outlines (3 pages)

- Generating Ideas (1 page)
- Building Topic Lists (1 page)
- Sorting Ideas into Columns (1 page)

Clarifying Formatting (6 pages)

- Establishing Headers and Footers (1 page)
- Understanding Spacing (2 pages)
- Adding Page Numbers (1 page)
- Enhancing Presentation (2 pages)

Constructing Citations (2 pages)

- Setting up MLA, APA, & Chicago

Media Management (2 pages)

- How to create a screenshot
- Editing images

Revising Documents (5 pages)

- Refining Words (1 page)
- Reviewing Grammar (1 page)
- Tracking Changes (2 pages)
- Reading through Documents (1 page)

Sharing Documents (2 pages)

- Uploading to OneDrive (1 page)
- Downloading from OneDrive (1 page)

Keyboard Shortcuts (1 page)

Total Number of Modules: 16

The order of the modules is designed to be in the same flow that a college freshman would work through an assignment. With the introduction giving background information on Word and information on the different assignments it can be used for. While the end explains how documents can be shared with peers through OneDrive and leaves off with an accessible list of keyboard shortcuts.

Project Schedule

Event	Start and end Dates	Personnel
Finalize table of contents	Wed, Sept. 16 – 23	Ben Lagasse
Submit doc plan	Thurs, Sept. 24 by 11:30pm	Ben Lagasse
Workshop first third	Thurs, Oct. 1 in class	Ben Lagasse, classmates
First third due	Tues, Oct. 6 by 11:30pm	Ben Lagasse
Workshop video demo	Tues, Oct. 13	Ben Lagasse, classmates
Workshop second third	Thurs, Oct. 22 in class	Ben Lagasse, classmates
Second third due	Tues, Oct. 27 by 11:30pm	Ben Lagasse
Peer review manual	Mon, Nov. 2 – 9	Ben Lagasse, TBD peer
Last third due	Tues, Nov. 10 by 11:30pm	Ben Lagasse
Workshop cover draft	Tues, Nov. 17 in class	Ben Lagasse, classmates
Manual & cover memo due	Thurs, Nov. 19 by 11:30pm	Ben Lagasse

Tools, Resources, Receivables

To complete the manual, I will need to spend about 3 to 4 hours of my time per a page. After revision and workshops, I may add more time as I deem necessary but no more than 2 additional hours. For the peer review before I submit the last third of the manual, I will require a to be determined peer to review my work. Technologically I will need access to my laptop, Word for Microsoft 365, OneNote, OneDrive, and Zoom. Additional material will include assignment examples such as papers.

All my work will be completed remotely from home. I will work on one module at a time until I run into an issue. In which case I will inquire questions and move onto another module in the meantime. For cost I do not expect my manual to cost anything at this time as it will be submitted electronically.