Documentation Plan for *Celtx: A Quick Start Guide*

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Document Control

Version	Date	Author	Change Description
V.1	11 October 2017	Joshua Graham	Document inception, no changes made

Approval

Name	Job Title	Date of Approval
Bob Garner	Project Manager	11 October 2017

Purpose

This is a documentation plan for a video quick start guide for *Celtx*. This will allow us to understand the processes and limitations to produce this product. We have a delivery schedule that we will produce content for our audience and achieve milestones to deliver this video on schedule

Deliverables

Deliverables for documentation, all document ID's will be scheduled to release on the dates listed in the Documentation schedule.

No.	Document	Document ID
1	Video, Quick start guide for films scripts	111111
2	Audio, Quick start guide for films scripts	111112
3	Video, Quick start guide for audioplays	111113
4	Audio, Quick start guide for audioplays	111114
5	Video, Quick start guide for theatre scripts	111115
6	Audio, Quick start guide for theatre scripts	111116
7	Video, Quick start guide for comics	111117
8	Audio, Quick start guide for comics	111118
9	Video, Quick start guide for Radio Broadcast	111119
10	Audio, Quick start guide for Radio Broadcast	111110

Requirements

No.	Requirement	Documents Affected
1	The videos must be simple and concise to deliver the basic information of operations for all scripts	All
2	Videos must be shot with **high-quality** to render online	All
3	No video will be more than **10** minutes long	All
4	Audio will be recorded for stereo quality	All
5	All audio **must sync** with video	All
6	All cuts and transitions must be clean	All
7	Basic writing tutorials will be provided for the first three videos	All

NOTE: **There are no regulatory requirements that have be fulfilled to complete this documentation on time**

Audience

Question	
Our audience(s)?	• Audience A, is a group of inexperienced writers who are unfamiliar with the tenants of script writing, but can utilize a word processing program. They will typically be younger and will be more receptive to computer programs. • Audience B, is a group of experienced writers who may be more familiar with scriptwriting tenants, but are not familiar with word processors. While they may have older customers, they are able to skip some information for the particular functions of the program. • Audience C, is a group of inexperienced writers who are unfamiliar with writing tenants, and cannot operate a word processor. They will be older, and require the most specificity for accuracy.
Why our audience needs documentation?	• Audience A and B needs these videos to absorb younger audience members and communicate Cletx functions through action. This will allow them to see how Celtx functions, like audience B; however, unlike audience B, audience A will also need examples in the documentation to demonstrate proper script formatting.

	• Audience C needs these videos, with script examples, to communicate script styling and show off the tools that Celtx includes.

Question	
When our audiences encounter documentation?	• Audience A may encounter this documentation in any setting, but as they receive the videos, they will want to use and reproduce any examples made in the video.
	• Audience B is possibly working with scriptwriting and will need to see these abilities of the program in specific courses that are dedicated to the style and function of each script-type within Celtx's function.
	• Audience C may be working, or not working, but will encounter this documentation to be a fully inclusive of information to quickly use this program to produce a script of any type.
How does audience use documentation?	• For all audiences, seeing as a computer is needed for this program, all aspects of this program will require an internet connection to utilize the documentation, in tandem, with the Celtx program.
	• All audiences will use this video documentation to access different abilities of Celtx, and the styles required for typical script writing.
	• Finally, all audiences will use this documentation to produce products quickly with the Celtx program.
What's important to audience?	• Audience A values a quick delivery of abilities and tools from the Celtx program. They will need visual cues, and specific highlights to script styling, which is the skill needed by audience A; which is a skill audience B already grasps.
	• Audience B requires that this document finds tools that can help make their script-writing speed increase. A series of highlights to primary tools, and documentation is paramount for this audience.
	• Audience C is a mixture fo needs between A and B. They require a focus of style and priority of information for a quick throughput of scripts.

Assumptions

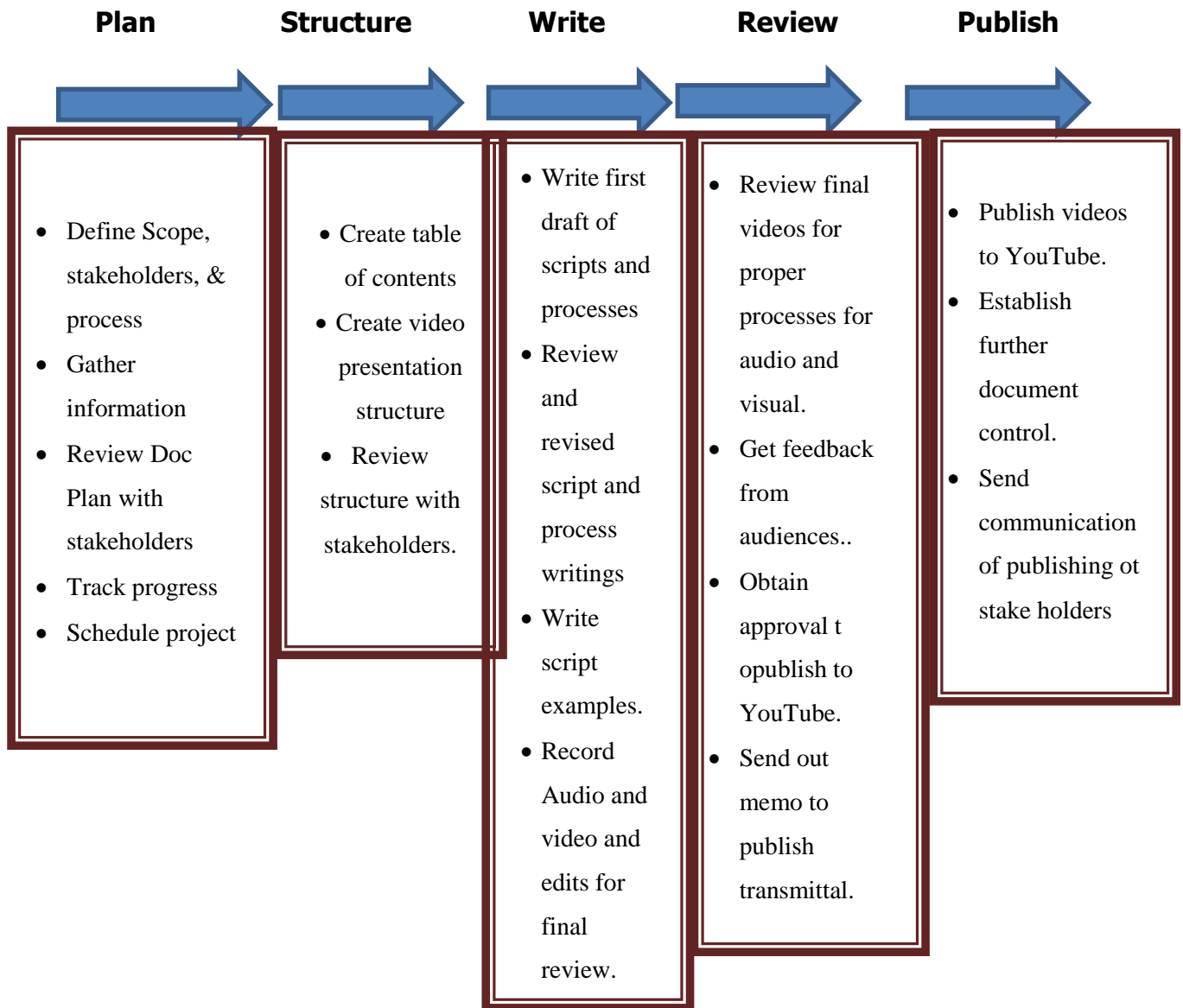| No.	Assumption	To be Validated by	Status	Notes
1	Writing scripts will have to be done before proceeding to record a video	Bob Garner	Open	To be confirmed by Project Manager
2	Audio will be recorded separately from video as a narrative sequence, which adds another day of recording	Spencer Arin	Open	To be confirmed by Audio Engineer Spencer Speakertree.
3	Editing audio and video will require an thorough understanding of Windows Frame maker (or similar program).	Antonio Tele Spencer Arin	Open	Seeking confirmation from Video Engineer Tony Tele and Audio Engineer Spencer Speakertree.
4	All audio and video will take time two days; one to record and one to edit	Antonio Tele Spencer Arin	Open	Seeking confirmation from Video Engineer Tony Tele and Audio Engineer Spencer Speakertree.
5	Finalized videos will be need a day of approval, and a week to correct any issues of editing or lack of content.	Antonio Tele	Open	To be confirmed Video Engineer Tony Tele
6	Posting these videos to YouTube will require a rendering timeline which may take a couple of days.	Antonio Tele	Open	To be confirmed Video Engineer Tony Tele
7	A "dummy" script will be made for each script type, this will take a couple days for development and approval.	Bob Garner	Open	To be confirmed by Project Manager
8	All data (audio and visual) is sensitive to corruption and must be constantly saved to an outside source.	Joshua Graham	Confirmed	Confirmed by the Technical Writer.

Constraints

No.	Constraints	Notes
1	The only program currently learned in Windows Frame maker.	If another program is found to be better for screen-capture (and subsequent editing) it will need to be learned.
2	All Videos have to be scripted and approved before recording videos of processes.	This will allow for us to produce a practical quick-start for Celtx. Otherwise, video and audio recording cannot begin.
3	The recording booth is open for a limited time every day (from 9AM to 6PM) and that time has be prioritized	All audio recordings will have to be scripted, scheduled, and reserved to have efficient sessions.
4	Rendering the videos onto YouTube will take a couple of days	This process is long and arduous
5	No monetization of this information on YouTube.	Per fair use, and copyright, we **cannot** monetize any of this information or else face litigation from Celtx creators.
6	Recording audio will have an initial recording which will add another day of editing time for each video	All initial video recordings will be edited on a cursory record of the first audio, any further edits will need to be made to the video to express every process for each script type.

Dependencies

No.	Dependency	Notes
1	Script before audio	Scripts will have to be written, and approved, before recording can occur so that all aspects of Celtx can be covered.
2	Audio before video	All audio has to be recorded, and edited (per the aforementioned script) to support an effective video.
3	Video and audio approval	All Videos and audio, after edits, need to be approved by subjects of each audience (A-C) before publishing.
4	Render videos on high-performance computer	Rendering can be done more effectively, and quickly, when done through a high-performance computer.

The Writing Process

Plan	Structure	Write	Review	Publish

- Define Scope, stakeholders, & process
- Gather information
- Review Doc Plan with stakeholders
- Track progress
- Schedule project

- Create table of contents
- Create video presentation structure
- Review structure with stakeholders.

- Write first draft of scripts and processes
- Review and revised script and process writings
- Write script examples.
- Record Audio and video and edits for final review.

- Review final videos for proper processes for audio and visual.
- Get feedback from audiences..
- Obtain approval t opublish to YouTube.
- Send out memo to publish transmittal.

- Publish videos to YouTube.
- Establish further document control.
- Send communication of publishing ot stake holders

Key Milestones

No.	Milestone	Date
1	Create all audio scripts	28 Oct 2017
2	Approval of all audio scripts	31 Oct 2017
3	Record all audio scripts and video	12 Nov 2017
4	Edits and finalize audio and video	20 Nov 2017
5	Approval of final audio and video	22 Nov 2017
6	Render and distribute all videos on Youtube	14 Dec 2017

Roles and Responsibilities

Name	Role	Responsibility
Joshua Graham	Technical Writer/SME	Writes technical documentation scripts for Celtx Quick-start guide, and corrects for accuracy of process.
Bob Garner	Project Manager	Reviews team progress and stakeholder approval along production process
Antonio Tele	Video Engineer	Creates quality video for documentation
Spencer Arin	Audio Engineer	Edits audio recorded for each video instruction.

Resources

Doc Title	Doc ID	URL/Citation	Description
Celtx Guide	V.2.3.1	https://www.celtx.com/about/ffaq=int+docs/guide.html	A documented guidebook of operation with Celtx program

Documentation Timeline

Approval for documentation plan		Finish audio Recordings	Finish video recordings			approval of final audio and video		Full publishing of videos to YouTube		
	Review all finished scripts		Finish editing all videos							

Plan	Structure	Write and Record	Review	Publish
Oct 17, 2017 - Oct 27, 2017	Oct 27, 2017 - Nov 2, 2017	Nov 2, 2017 - Nov 22, 2017	November 22, 2017 - December 3, 2017	December 3, 2017 - December 14, 2017

Oct 17, 2017 · Oct 22, 2017 · Oct 29, 2017 · Nov 5, 2017 · Nov 12, 2017 · Nov 19, 2017 · Nov 26, 2017 · Dec 3, 2017 · Dec 10, 2017 · Dec 14, 2017