Project Transition Questionnaire

This document lists the questions I ask when transitioning into a new project.

- Which product/service this project is for?

    - What stage the project is in?

    - When is the nearest project milestone and what is expected by then? (For example, a release, transition of existing technical writer)

- Who are the project stakeholders? (Existing technical writers/managers, software architects, product owners, product managers, release managers, scrum teams, QA teams, delivery teams, customers. Individual names and contacts, team mailing lists)

    - What is their contribution to the documentation process? (Input providers, reviewers, testers)

    - How do they exchange information with the technical writer? (For example, emails, interviews, Confluence/Jira updates and workflows, collaboration platforms)

- What project resources are available? (For example, demo/test environments for hands-on interaction, existing documentation, design, project plans, documentation scope, demos recordings and presentations)

    - Where are these resources located?

    - Should special user accounts and permissions be requested to access these resources?

- Any project-specific processes and practices to be followed? (For example, FOSS license documentation, internal documentation, publication in specific format, different versions for different teams, periodic CSAT surveys)

- Any existing issues or expectations to be addressed and by when?