

Task and Purposes	<p>In this, your technical writing skills will be evaluated through the creation of a user-focused guide.</p> <p>Your primary objective is to provide an explanation of how your CS2103T/CS2113T project application operates in a manner that is easily understood by users who may have limited or no prior knowledge of the application or its related field. Hence your guide should be written with clarity and simplicity so that your users are able to grasp the application's operation seamlessly.</p> <p>Each team is required to submit one user guide to Canvas.</p>
Deadline	Week 13, Wednesday 15 November 2023 2359 hours
Length	No length restrictions
Benefits	<ol style="list-style-type: none"> 1. Portfolio Addition: You will have a document to showcase in your technical portfolio, demonstrating your proficiency in writing user documentation. 2. Reader Focus: You will develop a heightened awareness of your readers' needs when crafting technical documents for non-technical individuals. This skill will enhance your ability to communicate effectively and tailor content accordingly. 3. Collaborative Workload: You will learn to work in teams and you will engage in discussions to establish an agreeable distribution of tasks among team members.
Grading expectations	Please refer to the rubrics
File name convention	<p>Team Number_UG Name</p> <p>Example: G25A_Alpha Bionics</p>

Aspect	4	3	2	1
Introductory section (20)	<p>Fulfils <u>ALL #5</u> consistently and throughout: Clear, complete and concise in</p> <ol style="list-style-type: none"> Statement of the purpose of the guide, and the target audience User-centric statement of product information (i.e. product description and overview of main features) Information about how to use the guide (e.g. how to navigate the document, meaning of icons and formatting used) Information about how to get started (e.g. installation instructions, operating systems, parts of the GUI, tutorial on how to use CLI) Shows reader consideration by going the extra mile to provide other necessary information, or to make this section welcoming and appealing to the reader 	<p>Fulfils ALL of the following <u>with minor flaws in 1 or 2 parts</u>: Clear, complete and concise in</p> <ol style="list-style-type: none"> Statement of the purpose of the guide, and the target audience User-centric statement of product information (e.g. product description and overview of main features) Information about how to use the guide (e.g. how to navigate the document, meaning of icons and formatting used) Information about how to get started (e.g. installation instructions, operating systems, parts of the GUI, how to use CLI) Shows reader consideration by providing other necessary information, or to make this section welcoming and appealing to the reader 	<p>Fulfils the following <u>with some unclear or incomplete parts</u>:</p> <ol style="list-style-type: none"> Statement of the purpose of the guide, and the target audience Statement of product information (e.g. product description and overview of main features) Information about how to use the guide (e.g. how to navigate the document, meaning of icons and formatting used) Information about how to get started (e.g. installation instructions, operating systems, parts of the GUI, how to use CLI) Shows some reader consideration by providing other necessary information, or to make this section welcoming and appealing to the reader 	<p>Several gaps and flaws:</p> <ol style="list-style-type: none"> The statement of purpose of guide is missing or/and The statement of product information is missing. Incomplete information about how to get started (e.g., installation instructions, operating systems, parts of the GUI, how to use CLI) Shows minimal reader consideration by providing other necessary information, or to make this section welcoming and appealing to the reader

	4	3	2	1
Implementation guidelines (50)	<p>Fulfils <u>ALL # 6</u> consistently and throughout: Clear and concise</p> <ol style="list-style-type: none"> Target audience, defined clearly, explicit about assumptions made such as level of relatedness, comprehension, prior knowledge etc. User-centric description of feature/function/command Easy-to-follow step-by-step instructions with clear headings High consideration of user needs by providing other relevant and helpful information (e.g. warnings, scenarios explaining what to do if a command is invalid or fails, tips, important note) Relevant, and helpful graphics; visual and/or textual cues are used to indicate which graphic(s) go with which set of instructions Examples that are effective, customized to the application and notes are provided regarding warnings and tips 	<p>Fulfils ALL of the following <u>with minor flaws in 1 or 2 parts</u>: Clear and concise</p> <ol style="list-style-type: none"> Target audience defined but filled with gaps User-centric description of purpose of feature/function/command Easy to-follow step-by-step instructions Consideration of user needs by providing other relevant and helpful information (e.g., warnings, tips, important note, examples) Relevant, and helpful graphics; visual and/or textual cues are used to indicate which graphic(s) go with which set of instructions Examples are useful and customized to the application and some notes are provided regarding warnings and tips 	<p>Fulfils the following <u>with some unclear or insufficient parts</u>: Some inconsistencies in:</p> <ol style="list-style-type: none"> Superficial presentation of target audience Description of purpose of feature/function/command Step-by-step instructions Consideration of user needs by providing other relevant and helpful information (e.g. warnings, tips, important note, examples) Relevant and helpful graphics; visual and/or textual cues are used to indicate which graphic(s) go with which set of instructions Examples are provided but not necessarily customized to the application and superficial notes are provided regarding warnings and tips 	<p>Several gaps and flaws (in):</p> <ol style="list-style-type: none"> Target audience omitted or mentioned at cursory level Statement and purpose of feature/function/command Step-by-step instructions Visuals to accompany instructions Examples May not provide warnings, tips, notes, examples
Presentation (15)	<p>Fulfils <u>ALL # 3</u> consistently and throughout:</p> <ol style="list-style-type: none"> Formatting (e.g. symbols/icons, font type and size, colours, image size, style, use of mark-ups and callouts, bullets) and layout (e.g. alignment of text and graphics, white space, paragraphing) to maximise readability Navigation (e.g. provides hyperlinks where necessary or expected, accurate table of contents) Terminology throughout the document which is simplified 	<p>Fulfils ALL of the following <u>with minor flaws in 1 or 2 parts</u></p> <ol style="list-style-type: none"> Formatting (e.g. symbols/icons, font type and size, style, colours, image size, use of mark-ups and callouts, bullets) and layout (e.g. alignment of text and graphics, white space, paragraphing) to maximise readability Navigation (e.g. provides hyperlinks where necessary or expected, accurate table of contents) Terminology throughout the document which is simplified 	<p>Fulfils the following <u>with some unclear or insufficient parts</u> Some inconsistencies in:</p> <ol style="list-style-type: none"> Formatting (e.g. symbols/icons, font type and size, style, colours, image size, use of mark-ups and callouts, bullets) and layout (e.g. alignment of text and graphics, white space, paragraphing) Some/minimal attempts to provide navigation Terminology is simplified 	<p>Several gaps and flaws Noticeable inconsistencies which confuse the reader/impede comprehension:</p> <ol style="list-style-type: none"> Formatting Navigation Use of terminologies Cursory level attempt at simplifying terminology

	4	3	2	1
Language (15)	<p>Fulfils ALL # 3 consistently and throughout:</p> <ol style="list-style-type: none"> User-centric style and tone throughout the document (e.g. you-language, simple but specific words/terms, concise sentences) Phrasing of headings and sub-headings Correct grammar, punctuation, spelling, mechanics, relevant sign-posting 	<p>Doesn't fulfil ALL of the following <u>with minor flaws in 1 or 2 parts:</u></p> <ol style="list-style-type: none"> User-centric style and tone in most of the document (e.g. you-language, simple but specific words/terms, concise sentences) with minor flaws Phrasing of headings and sub-headings Correct grammar, punctuation, spelling, mechanics, sign posting 	<p>Several missing/inconsistent parts</p> <ol style="list-style-type: none"> User-centric style and tone in most/some parts of the document but there are some inconsistencies (e.g., in you-language, specific words/terms, concise sentences) Phrasing of headings and sub-headings Grammar, punctuation, spelling, mechanics, sign posting 	<p>Doesn't fulfil ALL of the following with several flaws</p> <ol style="list-style-type: none"> Style and tone are unfriendly, cold, and clinical most of the time Highly noticeable inconsistencies and/or ineffectiveness in the phrasing of headings and/or the use of language that confuse or irritate the reader Grammar impedes comprehension at several junctures