To: Howard Clauser, Professor

From: Tan, Yongshan; Peoples, Caylah

Date: September 28, 2015

Subject: Technical Manual Proposal: Installing and Accessing Python on a Computer

The purpose of this memo is to request your approval of our project to create a technical manual on installing and accessing Python. This proposal offers the solution on the problems that form our views. We provide a detailed analysis of our target audiences. We also provide our team’s’ qualification for completing this project.

**Project Overview and Scope: The Problem and Solution**

Young DePaul students who are introduced to computer coding may not have experiences using Python. When they want to use Python, they don’t want to waste time installing the program. To prevent this problem from occurring, we proposed to develop a manual that would teach the users how to install and obtain Python while also making the process enjoyable and stress-free.

Specifically, our manual will present detailed steps for Python beginners to install and access Python. The detailed steps include 1) install and setup the most common used version of Python; 2) open the Python shell; 3) open the Python document; 4) save the Python document; 5) execute the program; 6) reset the program 7) searching for additional solutions such as Python package, index, search page and Google.

The manual will not include how to write and run the code correctly.

**Audience Analysis**

Our primary audiences are the young DePaul students who are new to Python and have limited to no knowledge of using it. Our secondary audiences are our classmates and our professors who will be evaluating our manual and providing feedback.

The following provides details about the characteristics of the audiences:

* The reader’s education: The college students have more knowledge towards computer science. The students’ readability may vary for each colleague.
* How the reader will use the document: The students are likely to look at the manual on their computers. They can use the Window Tabs to separate the instructions from their work, which can be tedious for the users.
* The reader’s attitude towards the subject: Due to the student’s busy lifestyles, they may feel impatient towards the manual because it is time consuming.
* Technological Experiences: Some students may be non-native to Python. In addition, the students are not aware of the updates for Python.

**The Features for the Proposed Document**

These features determine how the manual is displayed towards the audiences:

* We will use images in our steps so the students can see what to have to do. They can use these images from our manual so the users can see if they are following the steps correctly.
* Each steps will be brief (as short as a sentence) and will have simple vocabulary so the users can understand the instructions without any confusions.
* We will use an approachable and friendly tone to the audiences so they can be more likely to use our manual and trust our knowledge on Python.
* Since the colleagues are new to Python, we will place a glossary that will explain certain information so the user will understand what each technological words (like a Python shell) are and why they are important.

**Qualification and Experience**

Our team is consisted of two DePaul colleagues who have used Python before. As students with a Computer Science major, we relate to the colleagues who are non-native Python users and are eager to learn how to code.

Our biggest qualification is our academic background. Although we do not use Python in a professional field, we attended classes to learn how to - one of them being Intro to Computer Science I, and the other being Intro to Computer Science II. We have all used our knowledge and practiced our technical skills on Python. Therefore, the practices with Python allow us to develop skills for common problems.

Our team brings two computer science enthusiasts aiming to obtain more knowledge of Python:

* Yongshan Tan is a junior studying Computer Science at the DePaul College of Computing and Digital Media
* Caylah Peoples is a junior studying Computer Science at the DePaul College of Computer and Digital Media

**Closing Note**

We appreciate the time you spent reviewing our proposal. If you have any additional question about installing and accessing Python, please feel free to contact us at [ki45123ki@yahoo.com](mailto:ki45123ki@yahoo.com) and [kiki.burns@yahoo.com](mailto:kiki.burns@yahoo.com). Thank you again for your time and consideration.