Condensed Canadian Style Reference Book

TCN800 Long Documentation Assignment

By: Anthia Pun

Documentation Plan

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# Document Control

Document ID: *123456789*

## Revision History

The following dates illustrate the revision history of this documentation:

|  |  |  |  |
| --- | --- | --- | --- |
| **Version**  **Number** | **Revision Date** | **Summary of Changes** | **Author** |
| 0.1 | May.29, 2018. | Submitted for Approval | Anthia Pun |
| 0.2 | Jun.7, 2018. | Edited and Submitted for Approval | Anthia Pun |
| 0.3 | Jun.12, 2018. | Edited and Submitted for Approval | Anthia Pun |
| 0.4 | Jun.19, 2018. | Edited and Submitted for Approval | Anthia Pun |

## Reference Documents

Please see the following documents for more information:

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Version** | **Author** |
| Condensed Canadian Press Stylebook | 1.0 | Anthia Pun |
| The Canadian Press Stylebook | 17 | James McCarten |
| Oxford Canadian Dictionary | 2 | Katherine Barber |

## Approval

Version 0.1 of this document has been approved by:

| **Name** | **Position** | **Company** | **Action** |
| --- | --- | --- | --- |
| Anna Parker-Richards | Boss | Seneca College | Doc. Plan Approval |
| Peer Reviewer 1 | Editor | TCN800 Classmate | Doc. Plan Edited |
| Peer Reviewer 2 | Editor | TCN 800 Classmate | Doc. Plan Edited |
| Peer Reviewer 3 | Copy-Editor | TCN800 Classmate | Doc. Plan Edited |
| Peer Reviewer 4 | Copy-Editor | TCN800 Classmate | Doc. Plan Edited |

# Purpose

This Documentation Plan sets the standards for all contributors to follow when documenting their respective parts of a project. It contains the standards and formatting requirements for each writer to follow during the project lifecycle.

## The purpose of the CCSRB:

* The CCSRB will provide technical and stylistics rules and regulations for all Canadian writers, editors and communicators to assist them in creating consistent and professional publications work available online or in print format.
* Regarding the content, the CCSRB will provide stylistics rules and regulations covering the topics of Canadian spelling of words, the use of abbreviations and acronyms, capitalization, punctuation, numerical values and common metric units.
* The CCSRB will improve upon the skimming ability, reader/user experience and applicability of the existing stylistic rules printed in the *Canadian Press Stylebook (17th edition)* by offering more condensed information and better examples of proper application of stylistic rules and regulations.
* The Scope of the CCSRB covers the 6 aforementioned stylistic rules and regulations topics. The CCSRB will not cover the topics of news reporting, public relations and media, legal terminology and grammar usage, common grammatical and usage errors and the Canadian Press policies.
* The CCSRB is a temporary document (Style Reference Book) that will be updated annually with new content geared more towards the industries that readers come from (e.g. more topics and terminology involved in the Tech Comm. Industry and Business and Marketing Industries).

# Objectives

The objective of the CCSRB is to provide readers (target audience) with meaningful, easy-to-read, applicable and helpful instructions on how to apply certain stylistic regulations and rules to their publications work. The objective of the CCSRB is to help Professional editors and writers communicate more effectively and produce consistently formatted syntax in their written work.

## Identifying the deliverables that will be produced:

* A hardcopy reference book (printed format of CCSRB)
* A PDF (softcopy) version of the Condensed Canadian Style Reference Book (for archival purposes)
* A Word Document file version of the CCSRB (.docx file).

# Deliverables

Describing the deliverables to be provided:

* Softcopy .docx file of CCSRB (Microsoft Word)
* Archived PDF version of CCSRB (Adobe Acrobat Reader DC)
* Front Cover Design (Adobe InDesign)
* Back Cover Design (Adobe InDesign)
* Hardcopy of CCSRB (Printed Reference Book)

## Document Specifications

Describing the book specifications and its numerous softcopy formats, including the final hardcopy version:

| **Document Title** | **Primary Audience** | **Format** |
| --- | --- | --- |
| The Condensed Canadian Style Reference Book | Anthia Pun, Peer Reviewers | .docx file |
| The Condensed Canadian Style Reference Book | Anthia Pun, Peer Reviewers | .docx file |
| The Condensed Canadian Style Reference Book | Anthia Pun, Peer Reviewers | PDF |
| Front Cover Design | Anna Parker-Richards, Users | INDD (Adobe InDesign File) |
| Back Cover Design | Anna-Parker-Richards, Users | INDD (Adobe InDesign File) |
| The Condensed Canadian Style Reference Book | Anna Parker-Richards, Users | Printed and Finished by Staples |

## Document and Book Specifications

The CCSRB is a condensed style reference book with the objective of providing guidance and regulations regarding the correct usage of grammar, punctuation, numbers, metrics, abbreviations, acronyms and word spellings within a Canadian context. CCSRB exists to help writers and editors utilize this resource to maintain consistent documents and publications work.

Document and Book Specifications include the following:

| **Task Name** | **Specifications** |
| --- | --- |
| File name: | The Canadian Condensed Style Reference Book |
| Publication/form number: | 123456789 |
| Translation recommended: | No (only published in Canadian English) |
| Internal or External circulation: | Internal Circulation |
| Softcopy only: | No |
| Source formats: | .docx, PDF, INDD, Printed Hardcopy |
| Final output available: | Printed Hardcopy |
| Distribution: | Hardcopy distribution |
| Tools Used: | Microsoft Word, Adobe Acrobat Reader DC, Adobe InDesign, Staples Printing Services |
| Page Size: | 8.5 x 11 |
| Total Number of Pages: | 26 pages (content material), 2 pages (Front and Back covers) |
| Binding Type: | Saddle-stitched |

## Softcopy Specifications

The CCSRB has numerous softcopy versions. Microsoft Word and Adobe FrameMaker are used interchangeably for the CCSRB’s page layout and content creation. The PDF version of the CCSRB is saved for archival purposes. Adobe InDesign is used to create the Front Cover and Back Cover of the final hardcopy version of the CCSRB.

Online help specifications include the following:

| **Task Name** | **Specifications** |
| --- | --- |
| Source format: | .docx file, .fm file, INDD files, PDF |
| Outputs: | PDF, Printer Friendly pages |
| Distribution: | Web |
| Tools used: | Microsoft Word, Adobe FrameMaker, Adobe InDesign, Adobe Acrobat Reader DC |
| Total number of web pages/output: | Microsoft Word: 28 pages  Adobe FrameMaker: 28 pages  Adobe InDesign: 2 pages  Adobe Acrobat Reader DC: 28 pages |
| Number of New/Changed Webpages: | TBD |
| Total Number of Screen Captures: | N/A |
| Total Number of Portlets: | N/A |
| Number of New/Changed Portlets: | N/A |

## List of Final Deliverables

The following list details the final content deliverables, project owners and delivery dates:

| **Document Title** | **Format** | **Project Owner** | **Date** |
| --- | --- | --- | --- |
| CCSRB Word Document | .docx | Anthia Pun | Jul.3, 2018. |
| CCSRB PDF | PDF | Anthia Pun | Jul.31, 2018. |
| CCSRB Front Cover Page and Back Cover Page | .indd files | Anthia Pun | Jul.31, 2018. |
| CCSRB Final Hardcopy | Printed by Staples | Anthia Pun | Aug.9, 2018. |

# Resource Requirements

### Factoring in the following tasks and how they will impact costs, schedules and deliverables:

1. **Time, expenses, and resources required to interview Subject Matter Experts and Users:**

* I estimate three weeks of time required to thoroughly read through the Canadian Press Stylebook (17th edition), Anthia Pun’s Condensed Canadian Stylebook (1st edition) and the Canadian Oxford Dictionary (2nd edition) to come up with content to re-purpose for the CCSRB; these hardcopy resources are my sources of Subject Matter Experts that I already own-no extra costs.
* I estimate one week of time to receive responses from Users (my fellow Tech Comm. classmates during Peer Reviews) about the way they interact with and use the text in *the Canadian Press Stylebook (17th edition)*.
* The only resource I need to acquire is the Canadian Oxford Dictionary ($23.00 CDN).
* I have free access to Adobe InDesign (2018), Adobe Acrobat Reader DC (2017) and Microsoft Word (2010) on Seneca College’s computers.

1. **Training sessions, workshops and presentations:**

* CCSRB Documentation plan due May.29, 2018.
* First Draft of the CCSRB (created on Microsoft Word) due Jul.3, 2018.
* Peer Reviews of the CCSRB First Draft (date TBA)
* Final Usability Review of the CCSRB Jul.31, 2018.
* Final printed copy submitted by Aug.9, 2018.

1. **Writing, editing, reviewing content:**

* First Draft of the CCSRB (created on Microsoft Word) due Jul.3, 2018.
* Peer Reviews of the CCSRB First Draft (date TBA)
* Final Usability Review of the CCSRB Jul.31, 2018.
* Final printed copy submitted by Aug.9, 2018.

1. **Production and circulation:**

* First Draft of the CCSRB (created on Microsoft Word) due Jul.3, 2018.
* Peer Reviews of the CCSRB First Draft (date TBA)
* Final Usability Review of the CCSRB Jul.31, 2018.
* Final printed copy submitted by Aug.9, 2018.

**Note:** The following sections discuss the resource requirements for the project. The project is at risk if requirements are not met.

## Writer’s requirements

The writer’s requirements during the CCSRB Long Documentation Project:

* Access to existing documentation (*Anthia Pun’s Condensed Canadian Press Stylebook* *1st edition* .docx file) on an accessible network (e.g. Microsoft Word 2010).
* Access to the Subject Matter Experts and other individuals as necessary (e.g. physical hardcopies of *the Canadian Press Stylebook 17th edition* and the *Canadian Oxford Dictionary 2nd edition*).
* Awareness of changes to project specifications by talking to the Publisher/Printer about saddle-stitched format, colour choices of CCSRB final copy and Style Book’s dimensions.
* Awareness of changes to project specifications regarding margins of CCSRB final copy.
* Access to Peer Reviewers for CCSRB First Draft copy, Interim Copy and Final Draft.
* Attend meetings necessary for the success of the documentation.

## Software Requirements

Technical aspects of the project:

* Microsoft Word (2010) for Word Processing (used interchangeably with Adobe FrameMaker)
* Adobe InDesign (2018) for Front and Back Cover Artwork and Graphic Design
* Adobe Acrobat for creating a PDF version of the CCSRB for archival purposes

## Hardware Requirements

Systems required for information development:

* A laptop or computer that can facilitate Adobe FrameMaker while I use it to create content and page lay-out for the CCSRB.
* An external hard drive of at least 1 TB to store all my Adobe InDesign files and Microsoft Word files.
* Access to a Windows server to type content onto Microsoft Word before transferring it to Adobe FrameMaker
* Access to Adobe Acrobat DC to create PDF version of the CCSRB (for archival purposes)
* Access to Adobe InDesign for Front Cover and Back Cover artwork design

# Audience

The target audience for the CCSRB is Canadian writers and editors. Specifically, I will be targeting Professional Canadian writers and editors that are employed in communications fields like Technical Communications or Corporate Communications. The expected level of expertise is familiarity with the *Canadian Press Stylebook (17th edition or previous editions)*. The target audience must possess basic English skills in written and spoken communications. Canadian English does not have to be the target audience’s first language, as I will be covering the topics of metric conversions and Canadian spelling of words in the CCSRB. It is expected that the target audience will learn by reading, writing and emulating the examples provided for stylistic rules and regulations in the CCSRB.

The CCSRB is a Style Reference Book for any Professional that is not already utilizing a company/house Style Guide or an Industry Style Guide. The CCSRB is a great reference tool for any writer or editor that wishes to create an in-house Style Guide for the company that they are employed in.

Last, since the CCSRB will be printed and distributed in bookstores, there is no need for the target audience to access it online. The CCSRB is not available online as an eBook; however, the hardcopy version of the CCSRB will be available for purchase on Amazon.ca or Indigo.ca.

## Target Audience

Here are the 5 questions (Who, What, When, Where, Why, How?) that indicate every aspect of the target audience.

| **Question** | **Answer** |
| --- | --- |
| Who is the target audience? | The audience of the CCSRB are writers, editors and communicators that want to communicate on a Professional level by producing consistent documentation and publications work, which is possible through following the stylistic guidelines outlined in the CCSRB.  The target audience should have basic English communication skills and be aware of Canadian spellings of words, as opposed to American spellings or British spellings of the same words.  Also, the target audience should have an entry-level understanding of the imperial and metric systems of measurement that are both used interchangeably in a Canadian context. |
| Why does the target audience need the documentation? | The target audience needs the CCSRB because it is an updated and condensed version of the *Canadian Press Stylebook (17th edition)* that is user-friendly with skimmable content for easy access to precise information regarding stylistic guidelines in writing and editing.  Writing for a Canadian readership requires certain guidelines and variances in terms of measurement type, spelling, instances of capitalization, abbreviations and acronyms that are proper for use, etc. The CCSRB covers all these topics (and more) and provides the audience with guidance so that they can communicate more effectively with a Canadian readership. |
| When will the audience use the documentation? | The target audience will use the CCSRB when writing for a Canadian readership. For example, in the workplace, if there is no in-house Style Guide, the CCSRB is a great resource to utilize so that all content is written and edited consistently. Also, for writers and editors that want to achieve more consistent and concise publications work, the CCSRB is the go-to resource. |
| Where and how will the audience use the documentation? | The target audience can use the CCSRB when writing for a Canadian readership where there is an absence of any corporate or in-house Style Guide. Also, students can use the CCSRB to write effective and clear content (school papers and projects), using the stylistic guidelines to assist them in communicating more effectively. |
| What’s important to the audience? | The *Canadian Press Stylebook (17th edition)* is badly formatted with very little white space in-between the given stylistic guidelines and examples. The CCSRB will be more concise in its content, be more condensed (overall) and have practical examples of stylistic application that are easier to understand. |

# Assumptions, Constraints & Dependencies

## Assumptions

Completion of the documentation is based on the following assumptions:

| **Assumption** | **Responsible Party** |
| --- | --- |
| Changes to schedules, resources, or product content will require these to be re-evaluated and adjusted accordingly. | Project Manager |
| Documentation will be delivered in English only. | Project Manager |
| Reviewers will provide feedback according to schedule. | Project Manager/Peer Reviewers |
| Testing platform of documentation content will be available to writers. | Test Dept. |
| Hardcopy resources of existing Style Guides will be available. | Project Manager |

## Constraints

The following tables illustrates the constraints on the CCSRB project in terms of Time, Budget and Scope.

| **Type of Constraints:** | **Details:** |
| --- | --- |
| Budget | * Budget of $60 for final saddle stitch binding and printing services * No budget for Peer Editors, as they are volunteers from TCN800 class * No budget for Graphic Designer and Writer as I (Anthia Pun) am responsible for these roles |
| Time | * Document Plan approval within 2 weeks (Jun.19, 2018) latest * Projected 1 week for printing and binding services at Staples * Peer Editing to occur Jul.3, 2018. (First Draft completed by this Date) * Final hardcopy of CCSRB due Aug.9, 2018. |
| Scope | * 28 pages of CCSRB (including Front and Back covers) * Only covering 5 topics: Punctuation, Capitalization, Numerics, Metrics and Canadian Spellings of words |

## Dependencies

Completion of the documentation is dependent on the following:

* Availability of Subject Matter Experts
* Availability of systems (Adobe FrameMaker, Adobe Acrobat Reader DC, Microsoft Word) required to capture the material
* Availability of Adobe InDesign to create Front cover and Back page designs
* Availability of specifications and guidelines where applicable
* Timely reviews and signoff by authorized individuals

|  |  |
| --- | --- |
| **Dependency** | **Responsible Party** |
| Development to provide input into plan | Development Dept. (Anna Park-Richards and Peer Reviewers) |
| Test team to provide input and review of draft plan | Test Dept./Peer Reviewers |
| Documents will be usability tested. | Test Dept./Peer Reviewers |
| Development and Test to review draft plan. | Test Dept./Peer Reviewers |
| Printing and Binding Successful | Staples Printing Services |

**Note:** Changes will impact the deadline and could result in an incomplete or invalid document:

# Process

The following chart illustrates the Documentation Schedule Plan indicating the duration of each stage of the CCSRB’s development. Listed is the objective for each stage, resources used, the start and finish dates and the outcome.

| **Objective/Task Name** | **Duration** | **Start Date** | **Finish Date** | **Outcome** |
| --- | --- | --- | --- | --- |
| Documentation Plan Submitted | 1 week | May.29, 2018. | Jun.5, 2018. | Documentation Plan |
| CCSRB Design and Content Creation | 3 weeks | Jun.5, 2018. | Jul.3, 2018. | CCSRB First Draft |
| CCSRB Peer Review | 4 weeks | Jul.3, 2018. | Jul.31, 2018. | * CCSRB Peer Review * CCSRB Interim Draft produced * CCSRB Final Draft produced |
| CCSRB Final Usability Review | 3 weeks | Jul.10, 2018. | Jul.31, 2018. | * CCSRB Final Draft Submitted and Approved |
| Publishing | 1 week | Jul.31, 2018. | Aug.7, 2018. | * CCSRB printed in hardcopy (x2) |
| Submission of Final CCSRB (hardcopy) | 2 days | Aug.7, 2018. | Aug.9, 2018. | * CCSRB submitted to Anna Parker-Richards |

Identifying the objectives when communicating throughout the project lifecycle:

* Provide the Project Manager and Stakeholders with status reports and accomplishments throughout the project, only a weekly basis.
* Establish guidelines for meetings, reviews, information distribution, and other forms of information exchange by emailing sections of completed CCSRB for editing and approval on a weekly basis.
* Description of writer’s objectives, responsibilities, and time estimates. The plan serves as an agreement between the Writing Dept. and the Project Team by providing the groundwork for the successful completion of documentation.
* Identify the final deliverables for the release: a hardcopy version of the CCSRB available in stores and online for purchase at Amazon.ca and Indigo.ca
* The CCSRB will not be written in parallel with other projects, as it will be a solo long documentation project; no resource conflicts have been identified.

# Key Milestones

Outlined milestones for documents delivered on a series of iterations and/or release cycles:

| **Objective** | **Duration** | **Start** | **Finish** | **Outcome** |
| --- | --- | --- | --- | --- |
| Documentation Plan | 1 week | May.29, 2018. | Jun.5, 2018. | Submitted for Approval |
| CCSRB Design | 3 weeks | Jun.5, 2018. | Jul.3, 2018. | * CCSRB First Draft |
| CCSRB Peer Review | 4 weeks | Jul.3, 2018. | Jul.31, 2018. | * CCSRB Peer Review * CCSRB Interim Draft produced |
| CCSRB Final Draft | 3 weeks | Jul.10, 2018. | Jul,31, 2018. | * CCSRB Final Draft Submitted and Approved |
| Publishing | 1 week | Jul.31, 2018. | Aug.7, 2018. | * CCSRB printed in hard copy |

# Roles & Responsibilities

### Identifying the individuals involved in producing the document:

* **Technical Editors to validate the accuracy of content:** at least 4 peer reviewers from TCN800-Technical Writing 2 class.
* **Graphic Designers to design images, charts, and other graphics:**

Anthia Pun, using InDesign= 1 Graphic Designer

* **Document Review and Approval at every step:** Anna-Parker Richards
* **Content Creation and Page Lay-out:** Anthia Pun, using Adobe FrameMaker and Microsoft Word=1 Writer
* **Archiving the CCSRB (by exporting the original FrameMaker Document to PDF):** Anthia Pun, using Adobe FrameMaker and Adobe Acrobat Reader DC
* **Different reviewers to test the document:** descriptions of database tables and fields, schemas, and network architecture diagrams: at least 4 peer reviewers from TCN800-Technical Writing 2 class
* **Printing and Publishing:** Printing and Binding services at Staples

The CCSRB Long Documentation project requires the collaborated efforts of many individuals. Every developmental stage of the CCSRB will require the efforts of different employees involved in the project.

| **Due Date** | **What is Due** | **# of Total Employees Involved at this Stage** |
| --- | --- | --- |
| May. 29, 2018. | CCSRB Documentation Plan | 4 |
| Jul.3, 2018. | CCSRB First Draft | 5 |
| Peer Reviews TBA | Peer Reviews | 7 |
| Jul.31, 2018. | Final Usability Review | 4 |
| Jul.31, 2018. | Send-off for Publication | 4 |

# Resources

Current sources of information that can be used for reference:

* Anthia Pun’s Condensed Canadian Press Stylebook (1st edition)
* The Canadian Press Stylebook (17th edition)
* Canadian Oxford Dictionary (2nd edition)

This chart illustrates the allocation of existing documentation that will be used as resources for the CCSRB:

| **Name of Document** | **Location** | **Owner/Author** | **Status** |
| --- | --- | --- | --- |
| Anthia Pun’s Condensed Canadian Press Stylebook | * Archived on an external hard drive * Saved as a .docx file | Anthia Pun | * 1st edition * Available |
| The Canadian Press Stylebook | Physical softcopy version | James McCarten (Editor) | * 17th edition * Available |
| Canadian Oxford Dictionary | Physical softcopy version | Katherine Barber | * 2nd edition * Available |
| Cover Art Image for CCSRB | Adobe InDesign File | Anthia Pun | * In Progress * Due Date: Jun.26, 2018. |

## Resource Plan

The following chart illustrates the Resource Plan for each stage of the CCSRB’s development, from Documentation Plan all the way to the final publication. Listed is the objective for each stage, resources used, the start and finish dates and the outcome.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective** | **Resource Used for this Step** | **Start Date** | **Finish Date** | **Outcome** |
| Documentation Plan Submitted | * Microsoft Word | May.29, 2018. | Jun.5, 2018. | Documentation Plan |
| CCSRB Design | * Microsoft Word * Adobe InDesign * The Canadian Press Stylebook (17th Edition) * Anthia Pun’s Condensed Canadian Press Stylebook (1st Edition) * Canadian Oxford Dictionary (2nd Edition) | Jun.5, 2018. | Jul.3, 2018. | CCSRB First Draft |
| CCSRB Peer Review | * Microsoft Word * Adobe Acrobat Reader DC | Jul.3, 2018. | Jul.31, 2018. | * CCSRB Peer Review * CCSRB Interim Draft produced * CCSRB Final Draft produced |
| **Objective** | **Resource Used for this Step** | **Start Date** | **Finish Date** | **Outcome** |
| CCSRB Final Usability Review | * Adobe Acrobat Reader DC | Jul.10, 2018. | Jul.31, 2018. | * CCSRB Final Draft Submitted and Approved |
| Publishing | * Staples | Jul.31, 2018. | Aug.7, 2018. | * CCSRB printed in hardcopy (2x) |
| Submission of CCSRB Final | * N/A | Aug.7, 2018. | Aug.9, 2018. | * CCSRB submitted to Anna Parker-Richards |