

them, a CD-ROM-based option, in a help format or standard HTML, offers some significant benefits. I would need to discuss the options with the people who will use this information in order to make the best recommendation.

Based on the requirements for the current version of the application, I estimate approximately 132 procedures to document. Procedures typically take two to four hours each to write, including research, writing, revisions, basic graphics, and integration with other materials. This project is slightly larger (about 30 percent) than the online help, so will probably take a bit longer.

Documentation Process

I will follow the same document development cycle as I have been following for the online help to create each document section.

1. Collect data from the available existing resources, including interviewing subject matter experts, to develop the document.
2. Brainstorm to generate potential document content.
3. Organize content and data into an outline, revising the preliminary outline as needed.
4. Write a document draft, according to the document profile, style guide, and outline. Incorporate photographs and other graphics as appropriate.
5. Review the document draft. Reviewers may include other members of the writing team, one or more subject matter experts, one or more members of the technical support or system engineering team, and one or more members of the quality assurance team. At least one subject matter expert will review every document; it need not always be the same person reviewing every document. The development lead will identify appropriate reviewers for each document.
6. Revise document draft.

