

Technical Manual Planning Sheet

These are the roles that must be distributed throughout your team in order to construct the technical manual; team members may be assigned more than one role:

Illustrations and Visual Aid Design

- Responsible for designing all illustrations and/or visual aids necessary for the technical manual
- Responsible for labeling all illustrations and/or visual aids by consulting with team members responsible for instructional design
- Will use Google SketchUp and/or similar programs to create digital designs for the technical manual

Instructional Design

- Responsible for writing all necessary instructions for the body of the technical manual, including (but not limited to) steps, procedures, troubleshooting, notes to the device operator, warnings, etc.
- Will refer to the contents of the team's Design Portfolio (especially Reflection Sheets) to write clear and chronological instructions for the technical manual

Manual Construction and Organization

- Responsible for writing any portions of the manual necessary for organization, including (but not limited to) a table of contents, index, page numbers, etc.
- Responsible for combining all portions of the manual created by other team members to construct the manual itself

Editor

- Responsible for reviewing the ongoing work of each team member, ensuring that all aspects of the technical manual is clear and concise
- Responsible for communicating between team members during the manual construction process
- Responsible for revision of the technical manual's rough draft and ensuring any necessary changes are made

Name of Team Member	Role(s)

Keep this sheet in your team's Design Portfolio

1. What does your team need to include in its technical manual?

2. How will you organize your technical manual?

3. Which visual aids should you include in your technical manual? (diagrams, charts, etc.)