



# Estimating and Managing **DOCUMENTATION PROJECTS**

## **You will learn to**

- get management support for your time and budget requirements
- schedule, track, and document activities
- create project spreadsheets and tracking tools
- choose a documentation team
- estimate and budget hours, resources, and dollars
- calculate documentation costs in your company
- develop realistic schedules
- determine the cost of quality
- assess the level of process maturity of your technical publications organisations

## **Who should attend**

- documentation managers and team leaders
- technical communicators
- software development managers
- project managers
- analysts and programmers

During the two-day seminar, you will plan a complete documentation project and learn how to take it through to completion. You'll start by estimating the number of pages and costs, then calculate the dependencies affecting the project, set up a schedule, and learn how to keep the project on track. The objective: to manage documentation projects so that they come in on time and within budget.

You'll learn to establish project specifications, define the audience and their tasks, and evaluate design implications.

## **Planning the project**

You'll learn to create information plans and specify the contents of manuals, training, and other information product deliverables.

## **Estimating**

We'll show you when to estimate a project and assign a project team. You'll also learn how to estimate hours per page, develop a budget, and plan a schedule.

## **Keeping it on track**

How to develop detailed project specifications and use tracking tools to manage the project successfully.

## **Keeping records**

You'll learn to build forms to help you track progress and to estimate the percent complete throughout the project.

## **Quality**

We'll show you how to determine the quality level of a project and how to build and maintain quality in the process.

## **Wrapping up**

You'll learn how to prepare a project wrapup report and how the information helps you estimate and manage future projects.

## **Assessing project maturity**

You'll review a checklist and judge the level of your organisation in using a publications development methodology.

### **Companies that have previously benefited from JoAnn Hackos' seminars:**

AMP	HCi	Tactics
Andersen Consulting	Hewlett-Packard	Teletronics
Australian Securities Commission	IBM	Telstra
AWA Limited	Intext Systems	Toshiba Int.
CCK Treasury Systems	Lumley Technology	Transfield Technologies
CSIRO	MLC	Unisys
CSC	Optus	University of Western Sydney
Digimedia	Pacific Power	University of Technology
Digital Equipment Corp.	Sterling Software	
First State Computing	Sydney Electricity	

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