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| Statement of Purpose | Need of Creating this Technical Document: |
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| Situation | **Who is the Audience? Internal or External**  **How large is the Audience**  **What is their expertise related to e subject matter. Their technical skills?**  **Is the audience likely to be resistant?**  **Will the audience require special equipment or software to receive this message?** |
|  | |
| Goals of Communication | **What results do you expect the technical communication to deliver?**  **What new skills, actions or behaviors are you trying to elicit the audience?** |

**Needs Assessment**

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| --- | --- |
|  | What other changes should the technical communication bring about?  How might these changes be measured? |
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| Requirements | **Are there any special requirements for technical communication?**  **What type of medium would be most suitable?**  (paper, screen, web based etc) |
|  | |
| Scope: | **Would the project be best served with one document of a collection of related documents?** |
|  | |
| Topics: | **List the topics that you would like to be covered:** |
|  | |
| Audience Prerequisites: | **What are the required prerequisites for the audience?** |