# Documentation Outsourcing Job Aid

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| What are the project goals? |  |
| Have the project roles been identified and defined? Who are the stakeholders? |  |
| Is sufficient subject matter expert (SME) time available? |  |
| Who is responsible for content production – for example, will the SME produce content directly? |  |
| What is the timeline? |  |
| Is there adequate budget for the project? |  |
| Who is the target audience? What is their level of knowledge and what are their information needs? |  |
| What content management system and authoring tools will be used? What output formats are required? |  |
| What channels of communication will be used? Will there be language barriers or different time zones to consider? |  |
| Is there a template and is it necessary to have one? |  |
| Is there a style guide? Does one need to be created? |  |
| What are the graphic requirements? |  |
| How will documentation quality control be managed? |  |