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* for a table of contents, click the outline button ☐ in the upper-left corner of the screen *

Launch details

- Published location: Link to Google Doc or .com path
- Publishing system tracking entry:
- Launch stage: Preview | GA (general availability)
- Publication date: Begin rollout | Finish rollout
- Docs tracking bug:
- Docs CL (change list):
- Eng team work plan:
- Product team OKR/goal:

Project overview

Summary of the product/launch/feature covered by this documentation plan.
- *What does this feature do (link to functional spec)?*
- *How does this feature work?*
- *Rationale for why this feature is being implemented.*
- *What goals does this feature address?*

This could also be where you describe the Problem Statement you're trying to solve.
- *What is the problem and why address it?*
- *What is the goal of addressing the problem?*
- *What is the expected impact/outcome?*

Documentation deliverables

Summary of the proposed documentation deliverables: allowlisted Google Doc, updates to existing documentation, API reference documentation, new documentation on cloud.google.com, and so on.

Call out non-goals and options to be considered.

Audience and use cases

Describe the audience for this documentation set and information experience. Provide a summary of use cases or critical user journeys (CUJs) being addressed, this could include links to detailed CUJs for reference ([Summer Kim on the best ways to approach user research](#)). Be sure to consider assumptions being made and the key tasks of each use case/CUJ.

Information architecture

Describe the approach to and decisions made around information architecture (IA) for the feature/product, no matter the size or impact. Actual doc locations and ordering can be detailed in the Outline. Considerations:
- *Where is the content going to go?*
- *Where are you linking from and to?*
- *Do any other docs need to be updated as a result?*
- *Why is a 'how-to' doc the best type of content?*
- *Does the addition of this feature make refactoring the IA beneficial to other features/areas?*

If no updates are anticipated, acknowledge that and provide a succinct reasoning for why.

Outline

Provide an outline of the tasks, making sure they have enough detail to create a draft from. The outline should cover all the elements of the proposed changes.

Topic	Description/Notes

Timeline and tasks

Tasks to consider scheduling:
- *When will you finalize the documentation plan?*
- *When will the engineering team provide a software release candidate (RC) for testing?*

- *When will the product team share draft content with TW?*
- *When will the highest priority content be edited?*
- *When will the TW set up the doc framework?*
- *When will all the docs be verified and reviewed by TW?*
- *When will the docs have a final review by TW?*
- *When will the docs be published?*

Work estimate timeframes:
- *S = Less than 1 week (straightforward, low complexity, and/or small scope)*
- *M = 1-2 weeks (some unknowns, intermediate complexity, and/or medium scope)*
- *L = More than 2 weeks (many unknowns, high complexity, and/or large scope)*

Task	Work estimate	ETA	Status

Issues to be resolved

Describe dependencies, risks, and any issues expected with the product, feature, or documentation. Be sure to follow up with descriptions of how they're addressed/resolved. This shows the complexity of the work. For example:
- *Was the timeline impacted by failures testing docs or initial customer experiences?*
- *Did you need to coordinate the writing and release with TWs of other products?*
- *Did you need to coordinate with DPEs to create the content?*
- *Did partner engagement (or lack thereof) cause a delay?*

Options considered

Summarize significant options discussed, considered, and ultimately not implemented. Significance is up to interpretation, but try to capture anything that might later be questioned or revisited.

Resources

Helpful items, including but not limited to:
- Link to PRDs (product requirements doc):
- Link to mocks:
- Link to OKRs (product team & writing team):
- Link to existing docs (preview user guides, previous versions):

- Link to external blogs by us or others for background:
- How & where to test:
- Link to related bugs (support, customer feedback):
- Link to related features:
- Mailing lists:
- SMEs and others who are knowledgeable about the areas covered:

Writerly resources

- The template for this doc plan is at todhilton.com/technicalwriting/docplan
- Google developer documentation style guide

Discussions and record of decisions

Create a changelog of discussions and decisions. Add summary of discussions (including dates & attendees) with links to detailed meeting notes. Recommend using a separate, single document to track all meeting notes related to this doc plan.