



2023 Blog Procedural Content Documentation Plan

The documentation requirements to create content for procedural do-it-yourself articles for www.stubbornamateur.com

2023 Blog Procedural Content Documentation Plan

Michael Morris

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Introduction

Stubbornamateur.com is a personal blog and portfolio of technical writing about do-it-yourself (DIY) projects.

The following documentation plan is intended to standardize the procedural article format and publication schedule.

The scope of this documentation plan is limited to articles about simple DIY projects that can be completed in 20-30 steps or about 500-1000 words.

All content must adhere to the Stubbornamateur.com brand and style guidelines.

Appropriate topics will address DIY projects that content creators are actively completing in their daily lives. Every article is a record of the procedure and a short rationale or discussion that references the Stubborn Amateur brand.

The content creation timeline, from inception to publication, is 7-14 days.

The target is for the Stubborn Amateur blog to publish new content on a weekly basis.

Documentation Team

The current documentation team is comprised of a single member. This documentation plan can be used to standardize content from multiple contributors.

Founder

Michael Morris

Lead Writer

Michael Morris

Supervising Editor

Michael Morris

General Content Outline

All Stubbournamateur.com procedural articles must include the following elements.

Title

Articles must include a simple title that describes the finished product or the outcome of the DIY project.

Introduction/Summary/Overview

Articles must include an introductory paragraph. The article summary or overview should include:

- A description of the project.
- A brief explanation of a problem or project that required a solution.
- One or two sentences about how the project and article align with the Stubbournamateur.com Mission, Vision and Values.

Linked PDF version of the content

PDF versions of content must be available for download at the beginning of Stubbournamateur.com blog entries.

Table of Contents

Articles must include a table of contents. Stubbournamateur.com blog entries must have a floating button to return to the table of contents.

Step-by-Step Procedure with Supporting Mixed Media

Articles must have plainly worded step-by-step instructions about the featured DIY project. The scope of procedural articles is about 20-30 steps or 500-1000 words.

When possible, written content should include supplementary textual features (images, infographics, and videos) to support the clarity of content.

Citation/Background Information and Further Reading.

All content should reference 3 or more supporting sources. Citations must be formatted in the American Psychological Association style.

Content Documentation Template

Table 1 (below) sequentially orders the documents required to produce a single Stubbornamateur.com procedural article.

Table 1: Content Documentation Template

Task	Document Name	Document Description	Content Creator Name	Date Completed (YYYYMMDD)	Latest Version (0001)
Planning/Pitch	Pitch	A short note to relate the potential topic to the Stubbornamateur.com Mission, Vision and Values.			
1.0 Research	Notes	Articles should reference 3 or more sources for background or additional information. Begin a citation list to be included in the final publication.			
2.0 First Draft	Draft	Draft written procedure of the article content.			
3.0 Test and Generate Raw Mixed Media	Media_R	While performing the steps of the procedural draft take photographs, videos or other supporting media.			
4.0 Edit and Finalize Mixed Media	Media_F	Edit the mixed media content for publication.			
5.0 Edit Content	Edit	Edit the first draft for continuity, clarity and accuracy. Add final versions of mixed media to supplement the written content.			
6.0 Comprehensive Edit	Edit_C	Edit the entire document for continuity, accuracy, grammar, brevity. Include introductory paragraph and citations.			
7.0 External Edit	Edit_E	If possible, have the content reviewed by a third party.			

8.0 PDF Publication	FINAL	Save content in Word Document and PDF Format			
9.0 Website Upload		Post written content to www.stubbornamateur.com Link PDF version of content to the blog post.			
10.0 Social Media Sharing		Post links to recent article on all Stubborn Amateur social media accounts.			

Article Life-Cycle Timeline

Table 2 (below) is a timeline estimate for the creation of a single stubbornamateur.com DIY article. The target is to publish content every 1-2 weeks. Some content might require 7-14 days for completion due to the nature of the topic, complexity or other unforeseen circumstances.

Table 2: Article Life-Cycle Timeline

Step	Timeline
1.0 Pitch	Day 1
2.0 Research	Day 1
3.0 Draft	Day 1-2
4.0 Test	Day 3-4
5.0 Edit	Day 3-5
6.0 Publish	Day 6-7

Documentation Tracking

File Naming Conventions

All file names must include the information listed below, written in order and separated by an underscore.

1. Date (YYYYMMDD)
2. Topic
3. Document Name
4. Content Creator Name
5. Version Number

Example:

20230523_Desk_Build_Pitch_Michael_Morris_v0001