



# ***The First Ten Plays***

## ***Writing Field Operations Guides***

- Meet with the proposed users of the guide to establish if there is a need for the product and that it would actually be used. Find out what kind of style of guide is preferred, content, size, and binding.
- Develop a schedule and budget for the project. Make sure there is adequate time and funding before making efforts to produce a guide. If there isn't going to be a guide, let those you polled know this and why and thank them for their input.
- If the guide will be printed within your organization, find out by whom, their schedule, and lead time for production. If the guide is to be printed by an outside printing firm, get initial quotes on printing costs, styles of binding, types of papers, cost for covers, art work and set up requirements—including fonts, margins, and types of software files they may require (e.g., they may not take a Word or PDF file, but may require something like Quark Express files). Also establish the breaks in price for larger volume runs. Outside printers also have schedules and lead times, so be sure you understand and compare those restrictions against the project schedule.
- Establish a working group to help with content, review and revision, and production.
- Develop an initial outline for the guide with the thought of keeping the size of the guides within reason and within printing costs.
- Have the initial outline reviewed by subject matter experts who will be helping with the content after the outline is approved.
- Once the outline is developed and approved, work with the committee to develop content through either their expertise or suggested subject matter experts.
- Develop a draft and have it reviewed by a group of the users originally polled. Be sure they receive credit, along with the SMEs, for their efforts.
- Create the final document. Have a professional editor or proof reader go through the document before going to print. Once committee is satisfied, go to print.
- Print a test run of one or a few copies first before doing an entire run. Show the samples to the users for test of size and usability, sturdiness, and readability. If there are no changes, then do the final production run.

**\* These are not listed in order of importance but as a group of materials that will increase the possibility of positive outcomes.**

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