

Program dates
July 15/16, 2006

Time
9:00pm – 5:00pm

Location
Training Room 1
MFB Training College
613 Victoria Street
Abbotsford 3068

Parking and Entry via
rear of building
(off Flockhart Street)
Map ref: 2H D2
<http://www.wilmap.com.au/vicmaps/mc/m58.html>

(Please ensure you leave
plenty of time to park and
locate the room)



ASTC (Vic) Inc. *Providing ongoing education for members*

Estimating and Managing a Documentation Project

If you can keep your projects under control in the midst of chaos, everyone will think you're a miracle worker. If you can bring a semblance of order into the chaos, you'll at least be a hero. This workshop gives you the tools to succeed.

Organisations and individuals benefit when projects get done on time and on budget, but everyone benefits when the same projects get done well. This workshop gives you project the insight they need to know what to do and when to do it.

This course is structured upon the publication 'Managing your Documentation Projects' by Dr JoAnne Hackos. Dr Hackos developed the Information Process Maturity Model (IPMM) that identifies key attributes of a mature information-development organisation in eight areas: organisational structure, quality assurance, planning, estimating, scheduling, and tracking, hiring and training, information design, cost control, and quality management.

Who should attend?

This workshop is designed for:

- technical communicators
- documentation managers and team leaders
- software development managers
- project managers
- analysts and programmers.

Facilitated by Jill Nicholson

Jill Nicholson is an experienced technical and business communicator who lectured for many years at the University of Technology, Sydney. She now presents technical and business communication courses to Government Departments and to the private sector in Australia, New Zealand, the USA, and Singapore; and writes and edits a variety of documents for business clients.

Jill has presented courses at the University of California at Santa Clara, the Colorado School of Mines, the University of Western Sydney, Ngee Ann Polytechnic in Singapore, and the University of Technology, Sydney. She also presents workshops at the Society for Technical Communication (USA), and the ASTC (NSW) annual conferences.

Jill is a former President of the ASTC (NSW) and the Australia Chapter of the STC.

Jill Nicholson's website: <http://www.nhcommunications.com.au/index.html>

See overleaf for program details...

Name	Phone
Address	Email
	Membership No.

PLEASE NOTE: ASTC (Vic) is not registered for GST. No GST is charged, nor can GST be claimed on the course fee.

Please tick:		Price Days 1 & 2	
<input type="checkbox"/>	ASTC, ANZI or SOCEDS member	\$ 500.00	
<input type="checkbox"/>	Non-member	\$ 550.00	
<input type="checkbox"/>	Unemployed/student concession (photocopy proof required)	\$ 300.00	
<input type="checkbox"/>	I wish to join the ASTC Vic		
Total:			
Method of Payment	<input type="checkbox"/> Cheque	Name on Credit Card	
	<input type="checkbox"/> Visa	Credit Card #	
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Estimating and Managing Documentation Projects

Return this form with
your payment to:

ASTC
8 Meribah Court
Frankston
Victoria 3199

Ph: 0412 500 519
e-mail:
admin@astcvic.org.au

Two-day course

Proposed Program	Inclusions
8:45am Arrival/Registration	Morning tea, lunch and afternoon tea are included in the cost of the workshop.
9:00am Start workshop	
10:30am Morning tea	Contacts: <ul style="list-style-type: none">■ Registration Anita Cross (0412 500 519)■ Training Co-ordinator Lyn Hopper (0417 379 180)
10:45am Resume workshop	
12:30pm Lunch	
1:00pm Resume workshop	
3:30pm Afternoon tea	
3:45pm Resume workshop	
5:00pm Conclusion/Departure	

Days 1 & 2

You will learn to:

- get management support for your time and budget requirements
- schedule, track, and document activities
- create project spreadsheets and tracking tools
- choose a documentation team
- estimate and budget hours, resources, and dollars
- calculate documentation costs in your company
- develop realistic schedules
- determine the cost of quality
- assess the level of process maturity of your technical publications organisations.

The Agenda

You will learn to establish project specifications, define the audience and their tasks, and evaluate design implications.

Planning the project

Create information plans and specify the contents of manuals, training, and other information-product deliverables.

Estimating

We will show you when to estimate a project and assign a project **team**. You will also learn how to estimate hours per page, develop a budget, and plan a schedule.

Keeping it on track

How to develop detailed project specifications and use tracking tools to manage the project successfully.

Keeping records

You will learn to build forms to help you track progress and to estimate the percent complete throughout the project.

Quality

We will show you how to determine the quality level of a project and how to build and maintain quality in the process.

Wrapping up

You will learn how to prepare a project wrap up report and how the information helps you estimate and manage future projects.

Assessing project maturity

You will review a checklist and judge the level of your organisation in using a publications development methodology.