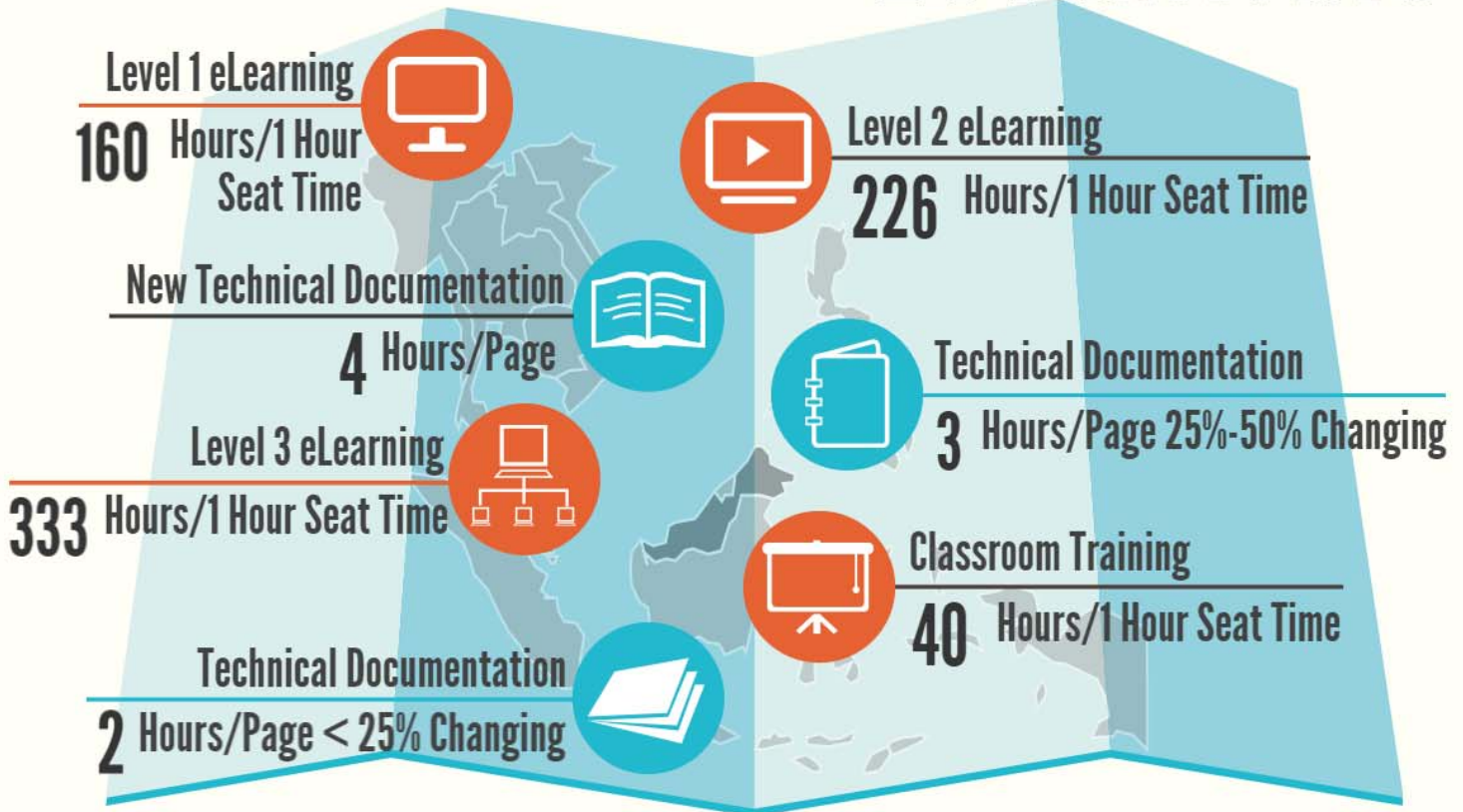


5

MIN GUIDE:

TRAINING & DOCUMENTATION ESTIMATING



Technical Documentation

Training Projects



Notes

eLearning Under 1 Hour Seat Time

- Add 20% to the total.
- For example for a 30 minute, level 3
- $226 \times .5 + 20\% = 135.6$ hours

Estimating Page Count for New Manual

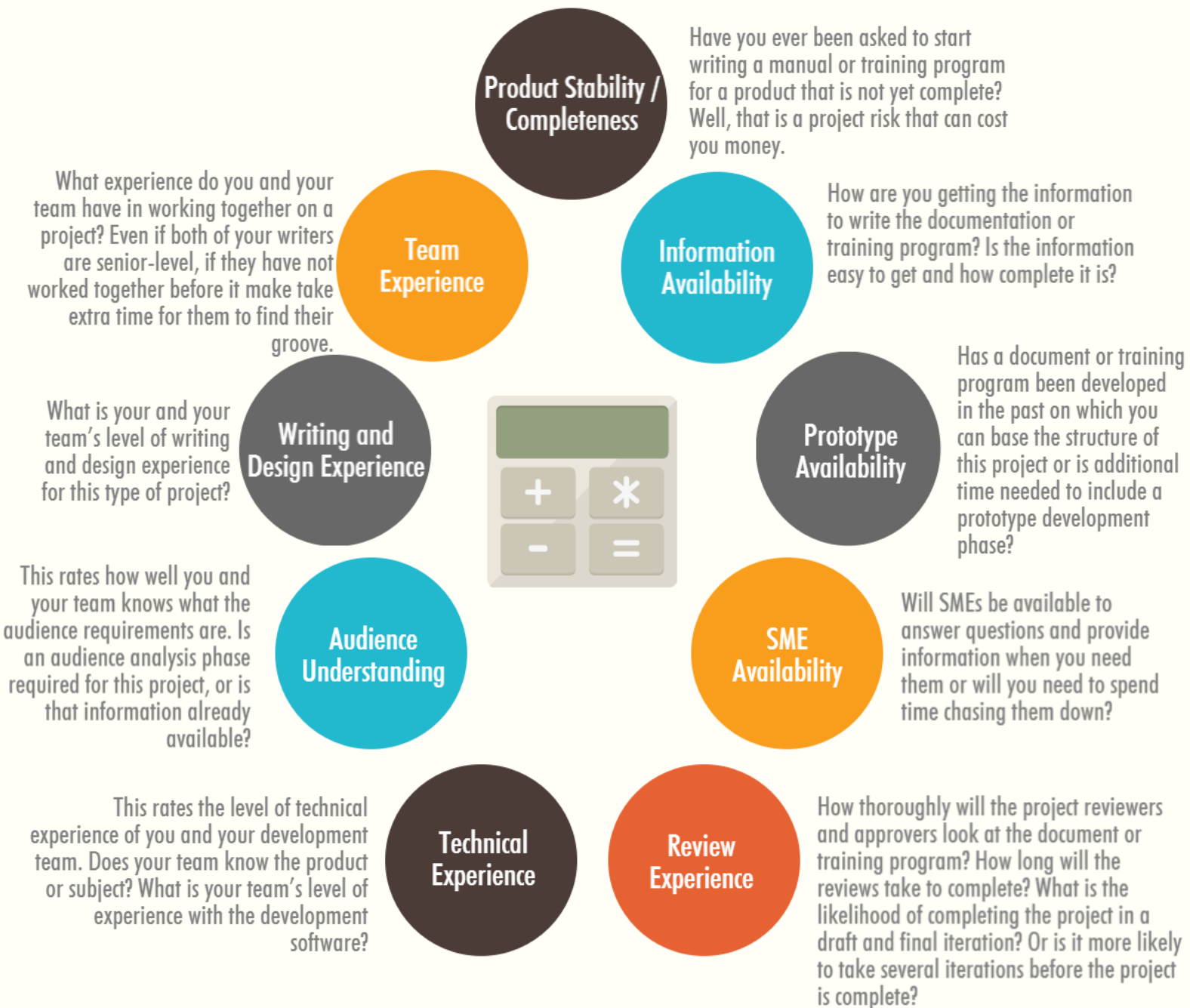
- Ask to see an existing, similar manual
- Ask SME her opinion
- Once experienced, go with your gut

Don't Short Change Yourself on Docs with Images

Import Images

Editing, Cropping, Titles, Cross Referencing, Callouts, Formatting

Dependency Calculator



Secret Sauce

$$\text{Value} + \text{Innovation} = \text{Award Winning Training}$$

Client Commitment **Return on Investment** **What's in it for Me?**

Solve a Quantifiable Problem

Levels of eLearning



Level 1



Level 2



Level 3

What is the learning goal?
What skills do the learners need to demonstrate?
How will the eLearning be used?
What amount and type of interactivity and navigation will be used?

Odd Projects



STORYBOARDS

Text Based: 15 hours / 20 min. seat time
Graphic Based: 30 hours / 20 min. seat time
Level 3 eLearning: Add 10%-20% to seat time estimate



BLENDED LEARNING

Complete your estimate for classroom training and eLearning separately and then add the totals together.



JOB AIDS

Repurposed: 2 hours / page
Standard: 8 hours / page
Creative: Add 10%-20% to standard estimate

Managing Scope Creep

CLEARLY DEFINE THE DELIVERABLES

IDENTIFY ASSUMPTIONS AND CONSTRAINTS

MAKE SURE TIMELINE IS REASONABLE FOR EVERYONE

IDENTIFY EVERYONE INVOLVED ON THE PROJECT

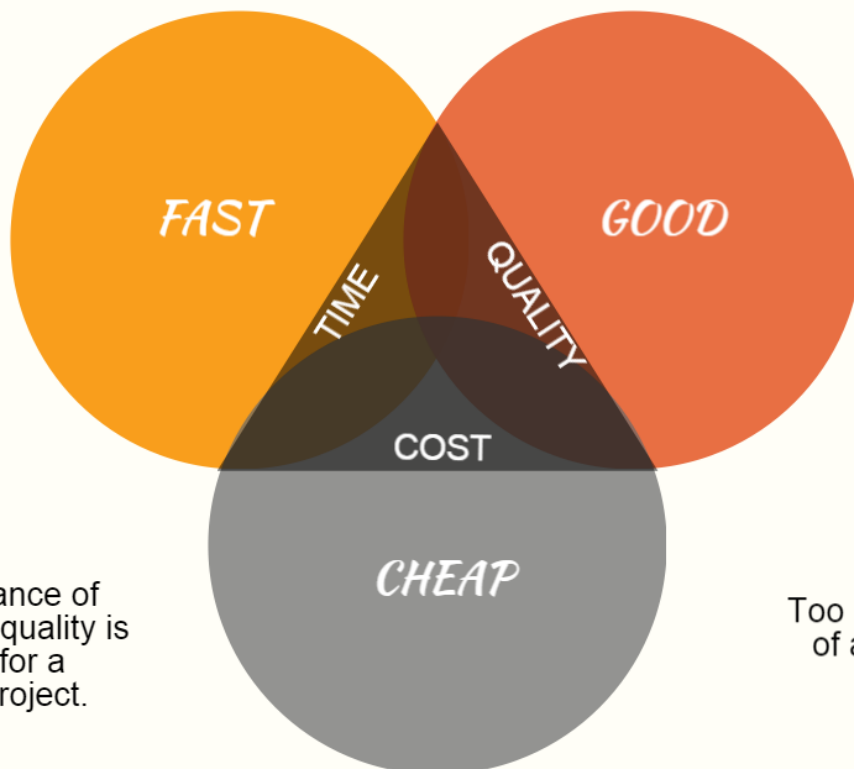
INVOLVE THE PERSON WITH FINAL SIGN-OFF AUTHORITY IN THE BEGINNING

HAVE A PROCESS AND STICK TO IT

HAVE ALL TERMS IN WRITING AND GET CLIENT SIGNATURE

IDENTIFY & DISCUSS POTENTIAL SCOPE CREEP BEFORE IT IS AN ISSUE

Project Balance



An equal balance of cost, time, and quality is necessary for a successful project.

Too much or not enough of any one skews the project triangle.

FOR MORE INFO, VISIT:

[HTTPS://WRITESPOTBLOG.WORDPRESS.COM](https://writespotblog.wordpress.com)

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Radcom

DESIGNED IN:

Piktochart