

Phase Number	Purpose	To guide you in developing general word-processing documents
	Inputs Required	<ul style="list-style-type: none"> • Problem description • PWP0.1 Project Plan Summary form • Time and Defect Recording Logs • Defect Type Standard • Stop watch (optional)
1.	Planning	<ul style="list-style-type: none"> • Produce a requirements statement. • Write a test “plan” and test cases: Lists of questions on major points, or generic items and values, the reader should get out of the document. • Estimate the total new and changed sentences. • Estimate the required writing time. • Enter the plan data on the Project Plan Summary. • Complete the Time Recording Log.
2.	Writing	<ul style="list-style-type: none"> • Outline the document (i.e. produce a design). • Write the document draft (i.e. implement the design). • Spell and grammar Check the document: fix and log all defects found; record readability statistics. • Test the document and fix and log all defects found; record final readability statistics. • Complete the Time Recording Log.
3.	Postmortem	Complete the Project Plan Summary with actual time, defect, and size data
	Exit Criteria	<ul style="list-style-type: none"> • A thoroughly tested document • Completed Project Plan Summary with estimated and actual data • Completed PIP forms • Completed Defect and Time Recordings Logs