

Documentation Plan: Operating Instructions for Panasonic Omnivision VHS Video Cassette Recorder, Model PV-2004

Overview

This 28-page manual will be included with the PV-2004 and will be designed to give the customer quick and easy instructions on operating the product. Part of the guide will be localized to support Spanish-speaking consumers as well as English-speaking ones.

Goals

This manual will document the features that are unique to the PV-2004. It will support novice users with the information they need to perform basic VCR operations. Using this manual, owners of the product will be able to:

- Connect the VCR to the television
- Set the clock
- Program channels
- Record and play tapes
- Perform basic troubleshooting and maintenance

Audience

The audience for this manual consists of English- and Spanish-speaking consumers who purchase the product. The manual will be written for novice users who are unfamiliar with basic VCR functions and terminology. The bulk of the manual will be in English and will include two pages of summarized instructions in Spanish.

Constraints and Impacts

The language used in the manual will need to be very simple and clear in order to reduce localization costs. Screen shots and product drawings will need to be provided in accordance with the production schedule.

Packaging, Production and Maintenance

The final edition of this 28-page manual will have dimensions of 8-1/2" x 11" and saddle-stitch binding. Cover and body pages will be printed in two colors (blue and black) on white paper. It will be produced completely in-house.

One copy of the manual will be included with each VCR.

We expect the manual to need updating as features are added or modified, probably every one to two years.

Schedule Milestones

| | |
|------------------------|---------|
| Start date | 1/7/02 |
| First review | 1/28/02 |
| Second review | 2/25/01 |
| Usability testing | 3/11/02 |
| Final review | 3/25/02 |
| To printer | 4/5/02 |
| Doc. received in-house | 4/29/02 |

Estimated Costs

| Task | Rate | Hours | Total |
|-----------------|-------------|--------------|--------------------|
| Proj. Mgmt. | \$65.00 | 50 | \$3,250.00 |
| Writer | \$62.00 | 150 | \$9,300.00 |
| Editing | \$47.00 | 12 | \$ 564.00 |
| Proofreading | \$34.00 | 4 | \$ 136.00 |
| Indexing | \$55.00 | 8 | \$ 440.00 |
| Graphics* | \$47.00 | 25 | \$1,175.00 |
| Production | \$47.00 | 25 | \$1,175.00 |
| Designer | \$65.00 | 50 | \$3,250.00 |
| Illustrations* | \$55.00 | 50 | \$2,750.00 |
| Subtotal | | 374 | \$22,040.00 |
| Matls./Deliv. | | | to be determined |
| Contingency | | | \$2,200.00 |
| Total | | | \$24,240.00 |

* Graphics estimate is for screen production; illustration estimate is for figures of VCR and remote control.

Recommended Structure

| Page | Content |
|----------------------------|--|
| Inside front cover, page 2 | Warranty Registration Safety Precautions Table of Contents |
| Page 3 | Getting Started (connecting VCR to TV and setting VCR channel) |
| Page 4 | To Play Back |
| Pages 5 to 7 | Description of Controls |
| Page 8 | On Screen Indications |
| Page 9 | Clock Adjustment |
| Page 10 | Channel Memory |
| Pages 11 and 12 | Special Playback Features |
| Page 13 | To Record |
| Pages 14 and 15 | One Touch Recording |
| Pages 16 to 18 | Timer Recording |
| Page 19 | Re-Recording/Tape Duplication |
| Page 20 | Tape Operation |
| Page 21 | Technical Notes on Operations |
| Page 22 | Before Requesting Service |
| Page 23 | Service |
| Page 24 | Warranty |
| Pages 25 and 26 | Spanish Quick Use Guide |
| Inside back cover, page 27 | Index |
| Back cover | Specifications and Accessories |