|  |  |
| --- | --- |
| Consideration | **Rating**  **1 (good) – 5 (poor)** |
| Client’s experience of the writing software |  |
| Quality level required |  |
| Stability of software |  |
| Completeness of software |  |
| Ability to use the software away from the client’s site |  |
| Experience and Ability of the Technical Author |  |
| Complexity level of required Help file |  |
| Complexity of the software |  |
| Quality of any existing documentation |  |
| The time required for each review by the client |  |
| Average rating |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Type of Topic** | **Complexity factor** | **Time range per topic**  **(Total no of minutes)** | **Allocated Time per topic** | **Number of Topics** | **Total No of minutes**  **(Allocated Time per topic x**  **Number of Topics)** | **Estimated Deviation**  **(+/-)** |
| Procedure Topic (How to..) |  | 90-150 |  |  |  |  |
| Simple example |  | 30-60 |  |  |  |  |
| Complex example |  | 60-120 |  |  |  |  |
| Menu Commands |  | 20-40 |  |  |  |  |
| Dialog boxes |  | 60-120 |  |  |  |  |
| What’s this? |  | 30-60 |  |  |  |  |
| Toolbar buttons |  | 30-45 |  |  |  |  |
| Simple graphics |  | 30-60 |  |  |  |  |
| Complex graphics |  | 120-180 |  |  |  |  |
| Error messages |  | 30-60 |  |  |  |  |
| Concepts |  | 60-120 |  |  |  |  |
| Glossary items |  | 15-30 |  |  |  |  |
|  |  |  |  |  |  |  |
| Index entry |  | 2-4 |  |  |  |  |
| In topic Hyperlinks |  | 2-4 |  |  |  |  |
| Table of Contents |  | 30-60 |  |  |  |  |
| Hyperlinks |  | 6-12 |  |  |  |  |
| Hotspots in graphics |  | 30-60 |  |  |  |  |
|  |  |  |  |  |  |  |
| Total | | | | |  |  |