W R WRITER RESOURCE

Documentation Triage Worksheet

Use this worksheet to identify what you have, what you need, and what can be reused or repurposed before beginning a writing project.

■ What Do You Already Have?

- Existing documentation, manuals, guides, or help files?

- Training materials or eLearning modules?

- Internal wikis, knowledge bases, or SOPs?

- Past proposals, marketing collateral, or slide decks?

- Outdated materials that might have reusable components?

■ What Do You Actually Need?

- Who is the audience and what format do they expect (PDF, web, video, etc.)?

- What's the purpose? Is it for training, compliance, sales, onboarding, etc.?

- What deliverables do you need (manuals, job aids, quick reference guides)?

- Do you need a strategy first—like a content audit or style guide?

■ What Can Be Reused or Repurposed?

- Are there pieces of existing documentation you can extract and use?

- Can you reformat a long guide into a short checklist or infographic?

- Do you need a writer to rewrite or simply repackage the content?

- What content is outdated or off-brand?

■ Inventory Table (Optional)

Content Type	Current Status	Needs Update?	Reusable?
User Manuals			
Training Materials			
Marketing Slides			
eLearning			
FAQs			
Other:			