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| Writing planUse this simple template to plan what you want to say in your document before you start writing.Click [here](https://capire.co.nz/resources/plan-your-writing/) for more tips on planning your writing. |  | Document name:AudienceThe audience I am writing for is:(for example, the public; a government minister; my organisation’s leadership team)My audience wants to know or understand these things from my document:(for example, how they can access a grant; are we tracking against the annual budget; can we adapt current projects to comply with a new policy)PurposeWrite your purpose as **one** clear statement.The purpose, or main message, of my document is:(for example, to explain who is eligible for the grant and how they can access it; tell the minister we expect to overspend the budget by 5 percent; present the pros and cons of three options to choose from) ContentThe topics I need to cover in my document are:(for example, eligibility criteria; application process; application timeline; where to get help) **Tip**: Put your topics in the order they should appear in your document. The most important content reflects your purpose or main message – this should come first. Icon  Description automatically generatedInformationThe pieces of information I need to write my document, and where I will get them are:ConsultationWho needs to agree to this plan before I start writing?Icon  Description automatically generated(for example, the document’s signatory and main influencers)What is your review process and timeframe?Click [here](https://capire.co.nz/resources/streamline-your-document-review/) for tips on managing a review. |

