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| Writing plan Use 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: Audience The 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) Purpose Write 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) Content The 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 generated Information The pieces of information I need to write my document, and where I will get them are: Consultation Who 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. |

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