Hazardous Waste Program Plain Talk Review Process

Before You Write

You must take the actions below before you begin writing your document.

- ❖ Review the Plain Talk Principles and/or examples at http://www.ecy.wa.gov/quality/plaintalk/index.htm
- ❖ Define your audience in writing:
  - ➢ Who are they?
  - ➢ What do you know about them? (E.g. education, time, interest in topic, demographics)
  - ➢ How does *who they are* impact *how you write*?

- ❖ Clearly define your purpose in writing. Consider:
  - ➢ Making a brief list of questions readers should be able to answer, and/or a
  - ➢ List of the things you want the readers to be able to do

- ❖ Contact a Plain Talk Team Member for a preview session to discuss the audience, purpose and principles.

- ❖ Participate in Plain Talk Training (optional)

  - ➢ Several Department of Personnel Trainings include Plain Talk Principles including:
    - Clear Writing
    - Technical Writing
    - Plain Talk

  - ➢ Program/Agency Plain Talk Training may eventually be available

Review Process Overview

1) Submit the document to the Plain Talk Team Lead (Team Lead). This should be done after peer technical review and prior to final formatting.

2) The Lead assigns two Plain Talk Team Members (Project Team) to the document.

   Project Lead: Coordinates project communications and meetings
Reviews the document
Sends final document to the Lead

   Project Member: Reviews the document

3) The Project Lead contacts the author(s) to:
   - Clarify the document's audience and purpose
   - Determine author's deadlines

4) The Project Team determines one of the following:
   - No Plain Talk Review is needed.
   - A Quick Review is sufficient
   - A Full Review is necessary

5) The Project Lead discusses the review decision with the author and initiates the appropriate review process.

6) When the review is finished the Project Lead sends the Team Lead a copy of the final document.

7) The Team Lead provides necessary information to the Agency Plain Talk Coordinators and HW Program GMAP reporting contact.

Quick Review Process

1) The Project Team makes comments on the document.

2) The Project Lead compiles the comments and provides them to the author.

3) The author incorporates the comments and sends a revised copy back to the Project Lead.

4) If the Project Team determines additional revisions are necessary, repeat steps 2 and 3 or begin a *Full Review*.

5) When the review is complete the Project Lead sends the final draft to the Team Lead.

Full Review Process

1) The Project Lead schedules a joint review session including:
   - Author
   - Authors designees (2 maximum)
   - Project Team

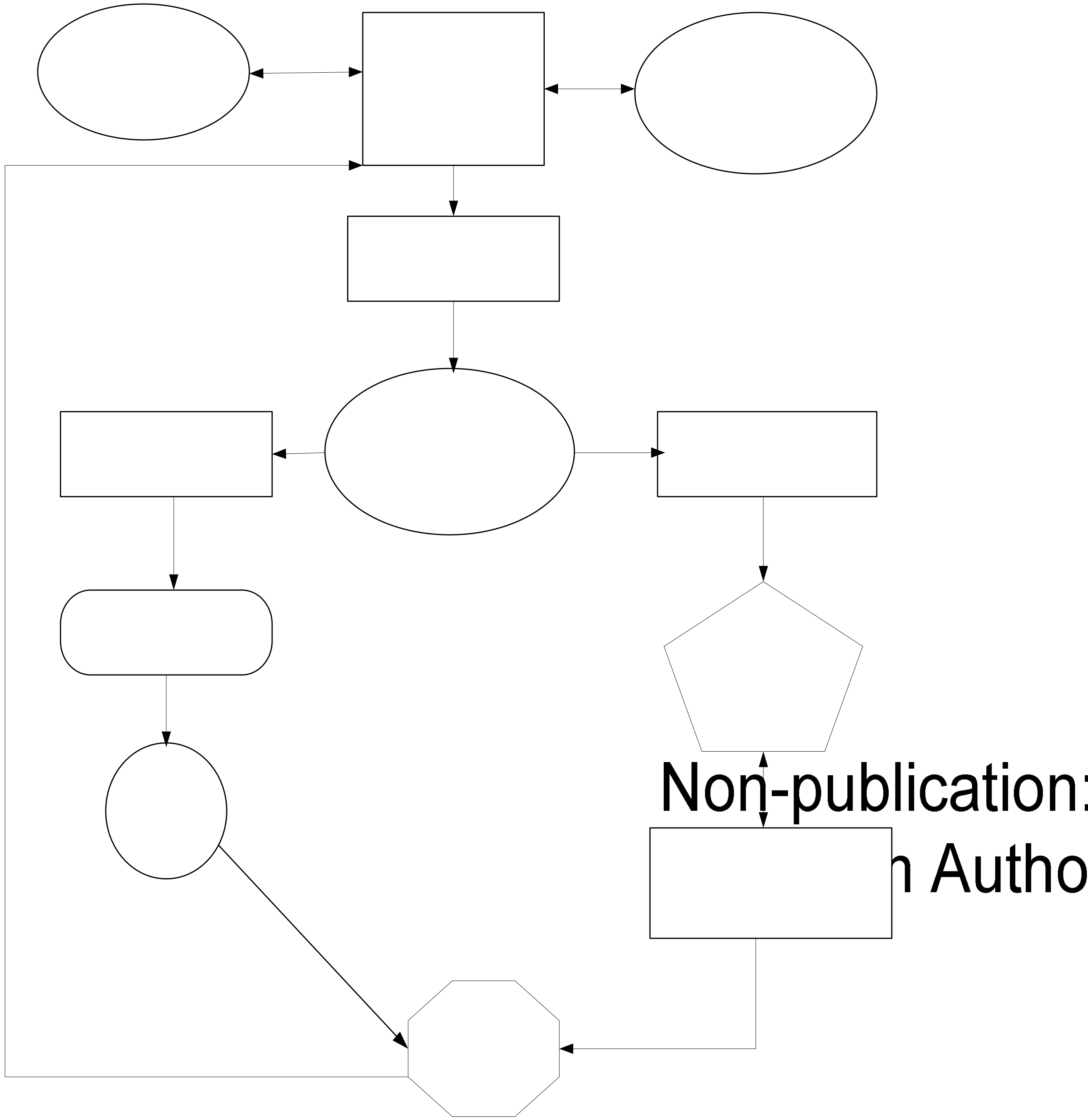
   Note: The review participants must have the authority to make decisions regarding the document's final form.

2) The Project Lead makes arrangements for necessary equipment and facilities:
   - Room
   - Laptop
   - Video Projector
   - Electronic copy of document
   - NetMeeting
   - Internet Connection

3) Hold a joint review session

4) Repeat steps 1-3 as necessary

5) When the review is complete the Project Lead sends the final draft to the Team Lead.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