# Transcript: C768 task 2 Tips with Joe Barnhart

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|  | The following transcript is a verbatim account of the video or audio file accompanying this transcript.  |

## [Opening music with voiceover]

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## Speaker (Joe Barnhart):

Hello, Joe Barnhart here. I'm a course instructor for the C Technical Communication course, and I'm here today to help you with Task 2 of that course.

I also did an audio file for Task 1, you might want to listen to that if you've not completed Task 1. Both of those tasks, there are related course information material that you can use, you can find that in the course of study, under the course tips and getting started, there's a Google site that'll have those resources. There's a tip document for both tasks as well as the recorded video. It's crucial that you get that material because it provides clarity and additional information on how to complete the two tasks, so don't start these without that material.

Now, Task 2 could relate to Task 1, I mentioned that in the Task 1 audio file, so you might pay attention to that. Task 1, you were able to create your own scenario. Task 2, you're provided with a set scenario. That scenario is the Seamus Company, which is a paper-based book publishing company, and they're wanting some assistance in helping use more emerging technologies. That's really all you need to know about what the scenario is.

You're going to provide some assistance to this company to help them start using more emerging technologies. Now in the video, it talks about some of the different types of project solutions that could be presented. There's a wide range that you can weave back into helping this company. You might keep that in mind, look at your degree emphasis, try to pick something that you have some expertise in and some experience that will assist you with the writing, that is going to save you quite a bit of time and a lot of research. Find something you know, make sure that you can make it relevant to the Seamus company and their desire to start using more emerging technologies.

The tip documents act as templates both for Task 1 and Task 2, and you're going to find for Task 2, that the tip document is very beneficial because it covers basically section for section what the evaluator is going to be looking for. If you want to make sure that the evaluator can see what you've done to address the rubric requirements, make sure you use Task 2 tip document as a template.

Let's get going. Let's step through the different sections and provide you with some information about what to look for.

Again, this is a brief overview, and your tip document will provide greater information as well as the video. You're going to start, you're going to have a cover page that has a signature block, the signature block does not have to be signed, but you'll have to have a cover page with an accurate project title.

Now this is formatted APA, so the running head would also be a form of that title, it could be an abbreviated form depending on how long your title is. The next section would be the table of contents, and again, there's that provided to you with the hyperlinks already in your tip document. The abstract would be the first section that you'd start doing some actual writing.

There are five bullet points you have to write about.

You're going to start out by describing what the Seamus problem is, and I already mentioned that, they are a book-based publishing company and they want to start using more emerging technologies, this is what you're going to address.

Write the statement about what the problem is and then you're going to provide, here's the solution that I'm recommending and so-forth. Couple of things that people miss on this. One of the bullet points asks for an overall estimate of the project dollar-wise, you got to make sure that's in there. You're writing this in the third person, so you're going to describe a company that's submitting this proposal, and you're going to provide information about the expertise of that company. Now, none of this has to be lengthy, the abstract can be three-quarters of a page, but you want to make sure you address all of the bullet points that are mentioned in that tip document. That's the abstract. I've rarely see these any longer than one page, so don't overdo that.

Then you get into proposed projects for the Seamus company, which is the main body of information that you're going to write. First section is D, proposed solution, two things here. The first paragraph is going to be a repeat of your abstract. You're going to tell me what the problem is that the Seamus company is dealing with, the whole emerging technology thing. Then you're going to describe a little bit about your solution. That's in the first paragraph.

Second paragraph, you're going to give me a little bit of technical information about how that project would be implemented. Here are the phases that we would go through. When you start on that, you might want to work ahead to D, which is your goals, objectives, and deliverable. That section provides more detail on implementation. So you can actually take some of the stuff you generate there and weave it back into D. The two are linked, so you might want to pay attention to that as you work ahead.

D, related works review. You need to do three things here. The sources that you locate could be a whole range of different things that are publicly accessible. I've seen YouTube's videos, blogs, technical blogs, white papers, company websites, all those types of things are actually permissible for this. You want to find three sources that support your project. That's the first part of this, and you're going to summarize that, you're going to give me three or four sentences that talk about that source and then what it provides, what information it's providing. Then you're going to put some information in a few sentences in there about how that relates to your project. So, you're basically giving me a summary of the source and then a description of how it relates to your project.

The third item would be some citation. I highly recommend using APA format. The in-text citation would basically be in parentheses in most cases. Author, year. Not very complicated, and it needs to correspond to the full citation down in the sources section. You might want to check on how to put the APA citation in there.

You're going to do three of these;

1. summary of the source,
2. how it relates to the project,
3. some type of in-text citation.

Three of those, and you'll take care of section D.

D, there is an audio file out there about goals, objectives, and deliverables, I highly recommend not going with more than one goal. Making your goal an overarching statement of the “what” and “why” of the project. This is what is going to happen, this is why we're going to do it.

That's all you need for a goal state.

Then your objectives become the projects,

if you will, the small projects that need to be completed to satisfy that goal. I would have maybe analyze an environment or analyze the existing website or whatever you're planning to do, but you're going to have small projects there, I would say maybe around four, it doesn't have to be any lengthier than that. The more you put down, the more writing you're going to have to do. So think of maybe four objectives, four phases, if you will, of the project.

Those are your objectives or your small projects. Then each objective should have at least two deliverables, the deliverables of the jobs that are required to complete the objective. Again, the objective is of small projects. So, think about some jobs that have to be done to address that. Your goal and objectives need to be at least a couple of three sentences. The deliverables can be a single statement.

The evaluator will look for that, so make sure you make note of that. The evaluator doesn't necessarily say, "Hey, this is not an objective." they don't do that. But they look for some logical organization here and logical flow of the project. If you have that, you'll be in good shape.

Goals and objectives and deliverables, there's that section.

D then is the projected timeline. For the projected timeline, you're going to provide the deliverable, the duration, how long is it going to take, projected start date, projected end date. Those must be in the future, the dates must be. The rest of it, the evaluator doesn't look at duration and think, "No, it 'd take a lot longer than that to do that." They don't look at that. They look to see if all the deliverables are there and if your dates are in the future. The durations need to make sense, but they're not that picky about it. Projected timelines, really not a big one.

Resources and costs, D. You need to provide some granularity of what this is going to cost. Now some things that the evaluator will look for will be things like, "Well, this talks about providing a new firewall, but I don't see any hardware mentioned here," or "There's no labor costs, and if there are labor costs, it's all lumped into one big giant sum."

You need to break things out, and make it a little more granular. I recommend putting it into a table where you list line items. Here's how many hours it's going to take to do the development, here's cost per hour, here's total cost. Then you're going to end up with a total amount that should match up with what you put into your abstract.

You need to have some granularity here to address the cost of the project. In D, outcome, they are wanting to see at least three metrics that deal with what can be evaluated to determine the success of the project. It's not determining the success of the different phases of the project, this is after the project has been completed.

* How do I determine that it's been successful?
* I'm going to identify the metric, describe it.
* I'm going to say how I'm going to measure it, and then what measurement is going to indicate success.
* I'll have three columns, what's the metric? How do I measure it?
* What measurement indicates success?

Again, the evaluator looks for that. They don't necessarily say, "Well, that's not a very good metric for this kind of project." They're not that critical. It needs to be logical, but you just need to lay it out so it seems like it makes sense. That's D.

The last section is justification and proposal highlights. This is really the abstract all over again, but it takes on the prose, the style, a little bit more of a sales pitch. Again, there's bullet points in the tip document that'll provide you detail of what you need to address for this section. I see this to not causing a lot of trouble for folks as long as you address the bullet points that are in there. You also need to create a cover letter that's a standard business letter format. That one does not have to be lengthy, that's a one-page three paragraph layout, but it needs to have all those pieces that would be a part of a regular business letter. You'll see that some of that information is mentioned in the tip document.

The cover letter can be just inserted at the end of this document or it could be submitted as a separate letter. The last section here is the sources or the D. Again, that needs to relate to any place that you cited things. Typically, that's just going to be in that review of the work section. But those need to correspond, so whatever you do up above, you need to make sure it matches up with what you have below. Don't have four references in the sources and only three in-text citations, because the evaluator is going to look at that and say there's a mismatch.

This needs to look professional. You need to run it through something like the free version of Grammarly to give some grammatical assistance, if that's something that you need help with. Grammarly catches a lot of things that you might not typically find. They say that we are our worst editors, and you really are because you read over things and fill in things that are really not correct. Maybe the free version of Grammarly would be a benefit to you. So you might try that.

If you have any other questions or if you want something reviewed, even if it's sections of this, not necessarily the entire thing, contact your course instructor. Course instructors are very happy to assist you to answer questions and review drafts. Just make sure that you contact your course instructor if you need assistance or would like something reviewed.

Anyway, I hope this is beneficial, and good luck with the task.

Have a great day. Take care.

## [Closing music with voiceover]

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