

The Report Writer's Planning Toolkit – The SIFTing Process

To make any document fit for purpose, work through these 10 questions and produce a one-page set of notes:

1. What does this document need to **ACHIEVE**?
2. If it works, what will **HAPPEN**?
3. **WHO** might read this document?
4. **WHICH** of those readers has the ability, position, or authority to make my document achieve its **PURPOSE**? (Who does it need to work for the most?)
5. Are there any **UNINTENDED** readers?
6. What **MIGHT** need to go into this document?
7. What **USUALLY** goes into this document?
8. Does my **PRIMARY** reader **NEED** this for the document to achieve its **PURPOSE**?
9. Does my **SECONDARY** reader **NEED** this for the document to achieve its **PURPOSE**?
10. Does it **WORK**?