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# Peanut Butter Sandwich (PBS) Project Plan

## Purpose

The Peanut Butter Sandwich (PBS) project has a dual purpose: to describe how to make a peanut butter sandwich and to demonstrate the writer's skills and knowledge.

This plan contains the following sections:

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## Audience Analysis

Research indicates that the audience has two components: adults and children from five to twelve years of age. This project addresses only the adult segment of the audience. However, adults who are fond of peanut butter sandwiches (PBS) may train children to make PBS.

The documentation must be written for consumers new to PBS as well as experienced consumers, and include appropriate technical information.

The documentation must deliver clear, simple and accurate instructions that require a minimum of effort on the readers part to make a PBS for timely consumption.

## Objectives

Immediate objects of PBS are:

- Communicate how to make a PBS
- Deliver sample of writer's ability to write a procedure
- Create enthusiasm for writer's skills and ability
- Generate personal interview with hiring manager

Long-term objectives include:

- Successful presentation of the project
- Offer of employment for writer

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## Assumptions

The PBS project is based on the following assumptions:

- Reviewers will make an actual test using the plan and consume the resulting sandwich(es)
- Critical content changes may be made by General Dynamics document specialists at Randolph Air Force Base (GD-RAFB) and the team in Langley, VA (GD-Langley).
- Members of the team agree to acknowledge receipt of deliverables and provide critical feedback
- Members of the team will recommend further scrutiny of the writer for inclusion on the documentation team at GD-RAFB

## Deliverables

The deliverables for this project are as follows:

<b>Documentation</b>	<b>Description</b>
Project Plan	A short plan defining the project
Final Draft	User guide in PDF format
Quick Reference	Quick reference suitable for lamination delivered with final draft to use during implementation
Online Documentation	<ul style="list-style-type: none"><li>• PBS documentation will be generated in xml code and published online with the PDF file.</li><li>• GD-RAFB team will critique the online version before it is made available to the GD-Langley team</li></ul>
Implementation Memo	A memo of implementation guidelines for GD-RAFB

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## Review Team

PBS project reviewers are:

Brian Crites	GD-RAFB, documentation team	210-565-5179
Shelley Higgins	GD-RAFB, documentation team lead	210-565-5178
James Condon	GD-Langley	757-225-2297
Kara Reynolds	Recruiter for General Dynamics	781-439-5584

Proof Reader is:

Karen Belinne      210-619-2260 work, 210-725-8266 cell

The proof reader, also the writer, will make corrections before submitting the first draft to the GD-RAFB documentation team.

## Timeline

Embedded in the timeline is an expectation of timely review of the documentation and communication between the writer, GD-RAFB and hiring managers at GD-Langley. Successful completion of this project depends upon the participation of every team member.

<b>Date in 2008</b>	<b>To be accomplished:</b>
January 11	Writer delivers project documents to GD-RAFB
January 21	Review of plan, practice implementation
January 23	GD-RAFB communication with writer and make critical suggestions for revision or correction
January 25	GD-RAFB implement PBS for all GD personnel