

# *Evaluating a Job Offer*

## **Who — What — When — Where — and How Much**

The client's answers to the following questions will help you determine if the JOB is right for you and if YOU are right for the client.

### **Who?**

- ◆ Is the company a start-up or do they already sell product(s)?
- ◆ Who will manage your project?
- ◆ Who will provide technical information?

### **What?**

- ◆ What is the deliverable and who is the audience?
- ◆ What is the subject/product you will work on?
- ◆ Is the work for a completely new deliverable or for an update?
- ◆ Do similar deliverables or engineering documents exist?
- ◆ What authoring tools and computer do they expect you to use?

### **When?**

- ◆ When would you start?
- ◆ When would you finish?

### **Where?**

- ◆ Would you work on-site, off-site, or both?
- ◆ If off-site, would you be able to have/run the product at home?

### **How Much?**

- ◆ How much time and money have they budgeted for the project?
- ◆ How many hours per week do they expect?

# Hardcopy Manual Effort Estimate

**Project:**

**Date:**

Name of Customer

---

Name of Product

---

Type of Product

---

Type of Document

---

Subject of Document

---

Audience for Document

---

Components of Document

---

Page Count

Max

Min

Actual

---

Unusual Requirements

---

Start Date

---

Due Date

---

Tools Required

---

Background Available

---

Dependencies

---

Review Cycle

---

---

Hours/Days to Complete Outline

Max

Min

Actual

---

Hours/Days to Complete Research

Max

Min

Actual

---

Hours/Days to Complete 1st Draft

Max

Min

Actual

---

Hours/Days to Complete 2nd Draft

Max

Min

Actual

---

Hours/Days to Complete Final Draft

Max

Min

Actual

---

# Hardcopy Manual Project Price Calculation

**Project:**

**Date:**

TOTAL Pages (Pages)		Max Pages	Min Pages	Actual Pages
Pages	Number of Pages	# pages	# pages	# pages
<b>BOOK CONTENTS (C)</b>		<b>Max = hr</b>	<b>Min = hr</b>	<b>Actual = hr</b>
Outline –	hr _____	hours	hours	hours
Creating styles/templates–	hr _____	hours	hours	hours
<b>C</b>	<b>Total BOOK CONTENTS hours</b>	<b>C hours</b>	<b>C hours</b>	<b>C hours</b>
<b>TEXT (T)</b>		<b>Max = Pages x hr/page</b>	<b>Min = Pages x hr/page</b>	<b>Actual = Pages x hr/page</b>
Research –	hr/page _____	hours	hours	hours
Writing new text –	hr/page _____	hours	hours	hours
Text conversion –	hr/page _____	hours	hours	hours
Revising text –	hr/page _____	hours	hours	hours
Formatting –	hr/page _____	hours	hours	hours
Editing –	hr/page _____	hours	hours	hours
Indexing –	hr/page _____	hours	hours	hours
<b>T</b>	<b>Total TEXT hours</b>	<b>T hours</b>	<b>T hours</b>	<b>T hours</b>
<b>GRAPHICS (G)</b>		<b>Max = dwgs x hr/dwg</b>	<b>Min = dwgs x hr/dwg</b>	<b>Actual = dwgs x hr/dwg</b>
Capturing/Importing –	hr/dwg _____	hours	hours	hours
Creating graphics –	hr/dwg _____	hours	hours	hours
Editing graphics –	hr/dwg _____	hours	hours	hours
<b>G</b>	<b>Total GRAPHICS hours</b>	<b>G hours</b>	<b>G hours</b>	<b>G hours</b>
<b>REVIEWS (R)</b>		<b>Max = Pages x hr/page</b>	<b>Min = Pages x hr/page</b>	<b>Actual = Pages x hr/page</b>
1st review changes –	hr/page _____	hours	hours	hours
2nd review changes –	hr/page _____	hours	hours	hours
<b>R</b>	<b>Total REVIEWS hours</b>	<b>R hours</b>	<b>R hours</b>	<b>R hours</b>
<b>PRODUCTION (P)</b>		<b>Max = hr</b>	<b>Min = hr</b>	<b>Actual = hr/</b>
Printing 1st draft –	hr/book _____	hours	hours	hours
Printing 2nd draft –	hr/book _____	hours	hours	hours
Printing Final draft –	hr/book _____	hours	hours	hours
<b>P</b>	<b>Total PRODUCTION hours</b>	<b>P hours</b>	<b>P hours</b>	<b>P hours</b>
<b>TOTAL HOURS (TH)</b>		<b>Max = C + T + G + R + P hr</b>	<b>Min = C + T + G + R + P hr</b>	<b>Actual = C + T + G + R + P hr</b>
<b>TH</b>	<b>Number of hours for C, T, G, R, &amp; P</b>	<b>TH hours</b>	<b>TH hours</b>	<b>TH hours</b>
<b>PROJECT MANAGEMENT (PM)</b>		<b>Max = % x TH hr</b>	<b>Min = % x TH hr</b>	<b>Actual = % x TH hr</b>
<b>PM</b>	<b>10% to 15% of TOTAL HOURS</b>	<b>PM hours</b>	<b>PM hours</b>	<b>PM hours</b>
<b>MISCELLANEOUS (M)</b>		<b>Max = ? hr</b>	<b>Min ? hr</b>	<b>Actual ? hr</b>
<b>M</b>	<b>Extra Effort</b>	<b>M hours</b>	<b>M hours</b>	<b>M hours</b>
<b>TOTAL PROJECT HOURS (TPH)</b>		<b>Max = TH + PM +M hr</b>	<b>Min = TH + PM +M hr</b>	<b>Actual =TH + PM +M hr</b>
<b>TPH</b>	<b>Sum of hours for TH, PM and M</b>	<b>TPH hours</b>	<b>TPH hours</b>	<b>TPH hours</b>
<b>PROJECT PRICE</b>		<b>Max = TPH hours x \$Rate/hr</b>	<b>Min = TPH hours x \$Rate/hr</b>	<b>Actual = TPH x hours \$Rate/hr</b>
	<b>Total Project Hours x \$Rate/Hr</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

# Project Agreement

**Between:** Better Widgets, Inc.  
9333 Stone Age Road  
Boulder, CO 80301

**And** Ace J. Writer  
12 Excellence Way  
Boulder, CO 80302

**For:** Design, writing, and illustration of the Ver. n.n edition of the XYZ Widget User's Guide

A. The development work to be completed under this Project Agreement shall be as follows:

Overall design, writing, indexing and illustrating of an nnn-page customer manual for the Model XYZ Widget.

\_\_\_\_\_ will represent Better Widgets, Inc.

Better Widgets, Inc. will keep Writer informed of any changes to schedules and standards. Better Widgets, Inc. will also provide timely access to technical sources of information and computer equipment, and prompt review of all preliminary work. Similarly, Writer will keep Better Widgets, Inc. informed of progress, hours worked on the project, and any problems (actual or anticipated).

Writer will strive to ensure that information is technically accurate and as complete as possible. However, Better Widgets, Inc. assumes complete responsibility and liability for the accuracy and completeness of the finished document as it relates to third parties, and agrees to indemnify Writer against any losses arising therefrom.

Writer will use FrameMaker n.n.n and any necessary graphics software to prepare the document. Writer will follow literary standards described in the xxx Manual of Style.

B. The development work under this Project Agreement shall be completed according to the following schedule:

Work is expected to begin about MM DD, YYYY. Writer will provide hard-copy of the first draft to Better Widgets, Inc. on or before \_\_\_\_\_, YYYY, so that Better Widgets, Inc. can review the document. Camera-ready hard-copy of the final draft and machine-readable copy will be delivered to Better Widgets, Inc. within five working days of receipt of the reviewed manuscript or on the date mutually agreed upon so that the work will be completed no later than \_\_\_\_\_, YYYY.

**NOTE: This Project Agreement does not include printing, reproduction, or binding of final product.**

C. Compensation to Writer under this Project Agreement shall be as follows:

Better Widgets, Inc. agrees to pay Writer compensation of \$nn.00 per hour for this project. Writer agrees to invoice Better Widgets, Inc. monthly. Better Widgets, Inc. agrees to pay Writer within 15 working days of receipt of each invoice.

**Ace J. Writer**

**Better Widgets, Inc.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**