

DOCUMENTATION PLAN

Industrial Photography Manual

TCN800 Technical Writing II
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DOCUMENTATION CONTROL

Revision History

Version	Date	Author	Change Description
1.0	28/05/2018	Lisa Sookraj	Initial draft

Approval

Version 1.0 of this document has been approved by:

Name	Job Title	Date of Approval
Anna Parker	Teacher / Program Coordinator	29/05/2018

PURPOSE

This is a documentation plan for a user manual on industrial photography (for photographers looking to move into this area of specialization).

Title ideas:

- Industrial Photography Today.
- Metal and Machines: The Timeless Art of Industrial Photography.
- A New Frontier: Industrial Photography.
- The Nuanced Niche of Industrial Photography.

Subtitle ideas (if subtitle is used):

- Transitioning to Industrial Photography.
- Moving into Industrial Photography.

DELIVERABLES

No	Document	Document ID
1	PDF booklet created in InDesign.	0001
2	Final printed user manual.	0002

REQUIREMENTS

The manual should offer the following information:

No	Requirement	Documents affected
1	Background information and context (e.g., what is industrial photography, typical subjects).	Manual
2	Prerequisites, intended audience.	Manual
2	Informing or overlapping principles, theory, approaches (architectural photography, commercial photography, and photojournalism).	Manual
3	Etiquette and safety considerations (working onsite).	Manual
4	Options for finding work (commercial, possibly artistic as well).	Manual
5	Basic concepts, at least three procedures (ideally numbered steps): <ul style="list-style-type: none">▪ Shooting (lighting, equipment, settings, composition).▪ Choosing and purchasing equipment.▪ Editing and/or printing considerations.	Manual

REGULATORY REQUIREMENTS

No	Requirement	Source	Documents Affected
1	Copyright	<i>Industrial Photography</i> book.	Manual
2	Recognition	References (MLA citation) and acknowledgements (contributor bios.	Manual

AUDIENCE

Audience X

Question	Answer
Who is the audience?	Photographers who have experience in other areas of photography and possess a basic knowledge of photography concepts (lighting, composition, equipment) looking to move into (or who have recently moved into) this specialized area of work.
Why does the audience need the documentation?	The documentation is needed to provide guiding principles, approaches, and considerations that apply to industrial photography. This is both in relation to, and in opposition to (how it differs from) other areas of photography.
When will the audience use the documentation? When will the audience use the documentation?	The audience will use the documentation: <ul style="list-style-type: none">▪ When preparing to practice, planning requirements for an upcoming project/job.▪ While making decisions prior to and during shopping for equipment.▪ On the job (on site).▪ While scouting subjects and locations.
Where and how will the audience use the documentation?	The audience will consult the documentation for advice, technical specifications, and other necessary considerations in the situations outlined (see previous question in this table).
What's important to the audience?	<ul style="list-style-type: none">▪ Being provided with a complete overview.▪ Understanding how it relates to other types of photography (which the user may have experience in or be familiar with).▪ Understanding more technical details for certain aspects/components that differentiate industrial photography from other types of photography.▪ Seeing work examples.

ASSUMPTIONS, CONSTRAINTS, AND DEPENDENCIES

Assumptions

No	Assumption	Validated by	Status	Notes
1	Reviewing online research.	Me	Links saved. Need to review and evaluate content and make notes.	Set time to review links and compile research.
2	Finding images.	Me	Yet to complete. Makes sense to do later on when I have my other content and confirm what makes for ideal photos.	Reviewing online images and my own work.

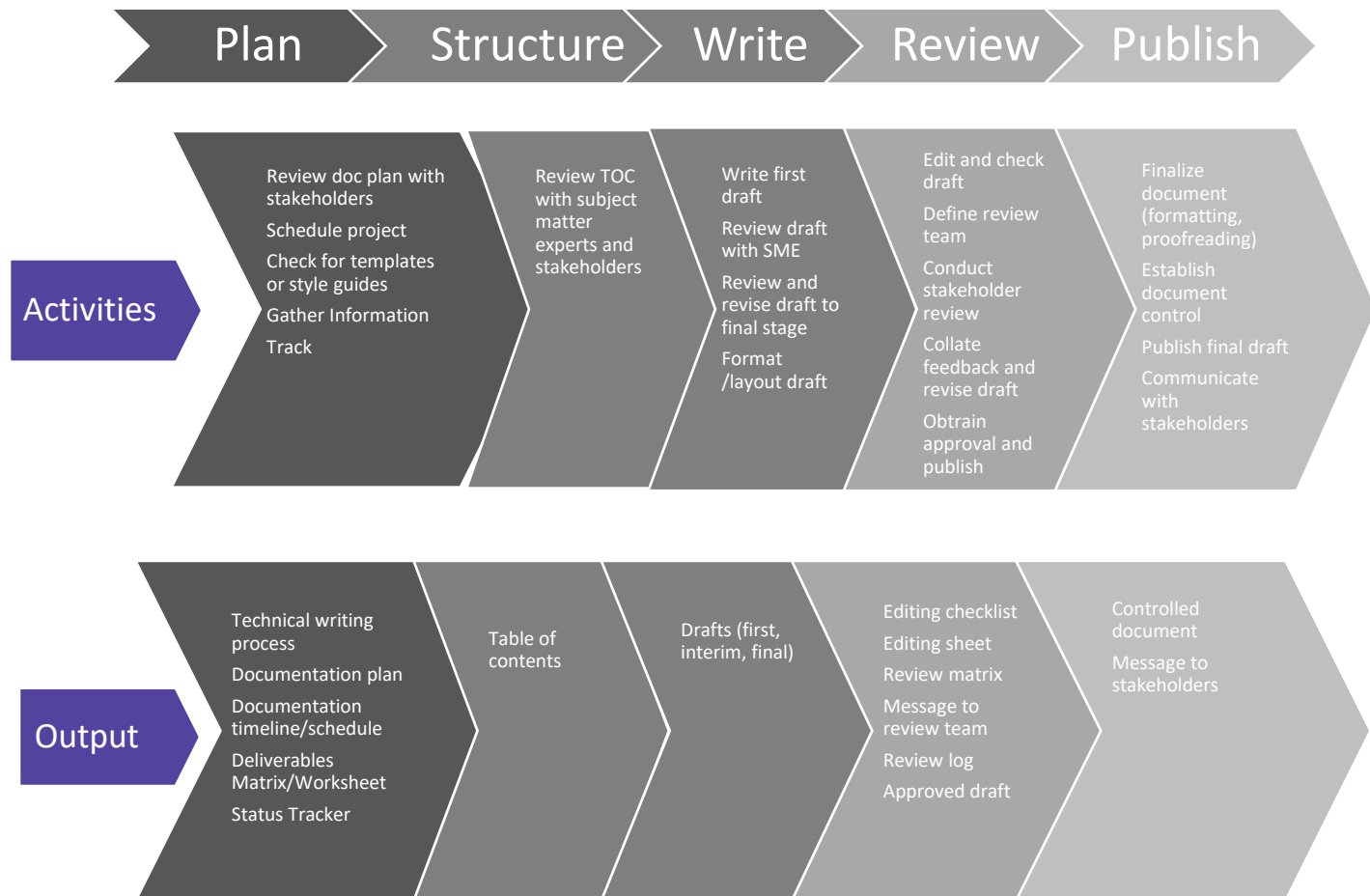
Constraints

No	Constraint	Notes
1	Scope: Set limits for each section (depth and length). Leave room for white space and images.	Gain a better sense once research has been reviewed and evaluated (SMEs, book, and online resources).
2	Time: Research, design, choose images, decide layout in InDesign.	Time limitations. Deadlines to meet, balance work with other program projects.
3	Costs: Book, printing, SME time (TBD).	Will need to be determined as the information becomes available.

Dependencies

No	Dependency	Notes
1	Evaluating main resource.	I received the book recently. It is around 100 pages (large pages, some images). I must read the whole book but may need to read key sections sooner in order to reach out to SMEs ASAP.
2	Finding a SME (or SMEs).	Drafts need to be sent ASAP. Potentially need to be edited down more. Would prefer to read the book before I start reaching out to SMEs.

PROCESS



KEY MILESTONES

No	Milestone	Date
1	Submit Documentation Plan.	May 29
2	Send SME requests – BUNZ + Seneca academics.	June 4
3	Read main resource book + send author a SME request.	June 11
4	Conduct SME interviews + evaluate and compile research (book vs. online).	June 18
5	Draft content.	June 26
6	Finish initial InDesign layout.	July 3
7	Submit first draft.	July 3
8	Complete edit (including images).	July 10
9	Submit draft for peer review and edits.	July 10 -24
10	Complete final edit.	July 30
11	Present PDF.	July 31
12	Print final project.	August 7
13	Submit final project.	August 9

ROLES AND RESPONSIBILITIES

Name	Role	Responsibility
Jack Neubart	SME/Stakeholder	<ul style="list-style-type: none"> Converting analog tech specs in his book to digital equivalents, developing procedures. Guide may act as a modern defence (or translation) of the relevance of his old book.
Toronto Photography BUNZ group on Facebook	SME	<ul style="list-style-type: none"> Converting analog tech specs in book to digital equivalents, developing procedures.
Seneca Photography Coordinator/Chair	Facilitator/SME	<ul style="list-style-type: none"> Refer me to teachers or program grads who can provide me with the information I am seeking.

RESOURCES

Source	URL/Citation	Description
<i>Industrial Photography</i> by Jack Neubart	https://www.amazon.com/Industrial-Photography-Jack-Neubart/dp/081744016X https://books.google.ca/books/about/Industrial_photography.html?id=s-FTAAAAMAAJ&redir_esc=y	Main resource for my user manual.
Brian Pieters	http://brianpieters.com/toronto-executive-photographers/	Includes some current tech specs.
HD Two	https://www.hdtwo.com/industrial-photography/	Selling points today.
Contrastly Lightbox	https://contrastly.com/industrial-photography-tips-tricks-staying-safe/ https://lightbox-industrial.com/2014/03/19/the-industrial-photography-safety-guide/	Safety onsite.
Picture Correct site	https://www.picturecorrect.com/tips/tips-for-shooting-industrial-portraits-that-sell/	Industrial portraits (people).
NG Photographics Unique photo Photo Argus Steve's Digicams Wizards Mark Hemmings	http://www.ngphotographics.com/industrial-photography/ https://www.uniquephoto.com/photoinsider/lesser-known-art-industrial-photography https://www.thephotoargus.com/specialize-in-architectural-and-industrial-photography/ http://www.steves-digicams.com/knowledge-center/how-tos/photography-tips/number-tips-for-industrial-photography.html#b http://wizarts.com.au/photography/industrial-photography/industrial-photography-tips/ http://markhemmings.blogspot.ca/2008/10/industrial-photography.html	Tip summary, overview, equipment specifications.

SMES

I have drafted some SME requests and am hoping I can find assistance without having to pay professionals for their time. However, based on the type of professional I'm reaching out to (photographers), I may need to compensate them for their time and assistance.

Approach

I employ flattery (value of specialized knowledge) and respect in my request draft. I clearly outline what I'm doing, how it will be used, note that they will receive due credit.

Requirements

I will send initial requests to three options since I don't know who may be willing to assist.

- The author of the one main resource I will rely on (Jack Neubart).
- Toronto photography BUNZ group on Facebook.
- Seneca Photography Program Coordinator and Academic Chair.

Additional potential SMEs to reach out to:

- Lorne Wolk: Toronto photographer whose work includes Industrial Photography.
- Chris Henderson: UK photographer has a team of industrial photographers.

I will give potential SMEs the option to provide just some of the info I'm looking for vs. all of it.

Scope of SME assistance I'm seeking:

- 2-3 must-have components of the manual.
- 2-3 nice-to-have components of the manual.

Content

There are two main components I am seeking expert assistance with.

- Documenting three procedures/processes (with numbered steps) related to industrial photography.
- Converting technical specs related to film and lighting (from Jack Neubart's *Industrial Photography* book) to equivalent modern digital settings.

I'm flexible on what the procedures may entail, though my ideas are outlined below in order of importance. I'm also open to finding professionals who may only want to assist with part of the project.

1. Shooting (considerations, arranging a composition, principles that apply) digital camera settings, setting up lighting, lenses, other equipment etc.
2. Equipment needs (deciding on / purchasing equipment).
3. Editing and/or processing images and/or print specs.

OTHER IDEAS

- Additional resources you can point me to that may be useful (either to develop processes or related to equipment, editing/printing).
- Breaking into the field (either as commercial/product photographer, or as an artist).

I realize that approaches and information related to photojournalism, architectural, and corporate photography may also apply, but having someone direct me and assist are still key.

Credit

My SME would be given due credit in my final project. Depending on my SMEs wishes, I would be happy to include a bio/background on them, their work etc.

The project will be:

- Presented to some of my classmates and printed for my program coordinator.
- Included in my print and online portfolio (on my personal website) for prospective employers.