

Create Your Own Procedural Manual Project Instructions

Pre Brain Storm: Qualities of a Manual (as per our previous study of General Von Steuben's Order and Discipline)

- Describes a process of "how to do" something
- Short
- Gets to the point quickly
- Uses simple language
- Uses informational diagrams

Student Instructions:

Based on the brainstorm we did earlier, writing instructional manuals may seem simple. In reality, it can be challenging to Using what you have learned about military procedural manuals, apply your knowledge to one of the two real-life scenarios below. You must write a clear and organized manual explaining the steps and instructions associated with each. Feel free to give each member of your group a different element of the manual to work.

Possible Scenario 1: Your school principal wants to increase school spirit in the student body by holding weekly pep rallies for the school sports teams. Previously, the school only held pep rallies once a season (three times a year in the fall, winter, and spring). Because the principal is very busy with other school responsibilities, he/she would like to develop a manual that can be used by a student committee (with the help of another faculty member) to plan the weekly pep rallies. The manual should include who is involved with the planning and what are their responsibilities, what space will be used, what supplies are needed, the procedures for set up and clean up, and a procedure in case of an emergency during the pep rally. You should include at least two pictures and diagrams to depict specific steps. Remember that these pep rallies will be happening weekly. Therefore the process needs to be streamlined (easy to follow, and teach to others.)

Possible Scenario 2: The mayor of your city has become increasingly concerned with the physical fitness of the city's residents. He/She wants to build 5 new city parks within the next calendar year. Because creating park space is an ongoing process that she hopes carries on even after her time as mayor is over, she wants to create a manual for the process. The manual should include who is involved with the planning and what are their responsibilities, what city spaces will be used for the parks, what supplies will be needed, what will the final park look like, and what programs and activities can be held within the park space. You should include at least two pictures and diagrams to depict specific steps. Remember this process of park building will be used over the course of a year and possibly more. Therefore the process needs to be streamlined (easy to follow, and teach to others.)