

Instructions (please read carefully)

Welcome to Oppia! We're excited that you're considering applying for the technical writer's project and look forward to receiving your "Statement of interest (SOI)".

This template is based on Google's suggested [statement of interest](#) template, but with some slight modifications to make it more specific to what our organization is looking for. Please make sure to read the guidelines in this document carefully.

To get started, follow the steps below:

1. Make a copy of this document.
2. Change the title to "SoD 2024 SOI – {{NAME_OF_PROJECT}} ({{AUTHOR NAME}})" (where the parts in braces are replaced accordingly).
3. **IMPORTANT:** Set the sharing options of the document to "anyone with the link can comment".
4. Delete this instruction box.
5. Fill in the sections below with details pertaining to your project.
 - When you've filled out a section, **delete** the existing instruction text (in italics).

Good luck! Feel free to send an email to oppia-sod-discuss@ if you have questions.

Personal information

Include your name and email address. If you do not wish your name included in the public final case study reports, please note that in your proposal and provide a username.

Professional information

- *A link to a publicly accessible portfolio of writing samples, or individual links to examples of your work.*
- *An overview of your recent technical writing experience: List your most recent technical writing roles or work experience. If you have open source documentation experience, include it here too. Summarize your role, the responsibilities of the role, and the work you completed. Provide dates where relevant.*
- *A link to your resume or curriculum vitae (CV).*
- *Link(s) to any documentation projects you have completed in Oppia, including starter projects.*
- *Links and descriptions of any documentation projects you have completed outside Oppia.*
- *(Optional, only if applicable) A summary of your history with Oppia, including projects you've worked on and/or roles you've held. You can include links to a few examples of your prior work, including code contributions. Note that you are not expected to write code for this project, but you should have a solid technical understanding of the Oppia codebase.*

Project statement

Project title

Make sure this correctly reflects the project you wish to work on.

Project description

- *Describe how you would approach the project.*
- *Say how what you're proposing will solve the problem or meet the goal that the organization set out on their project proposal page.*
- *Include a summary of any discussions you've had with members of the organization about the project.*
- *Pay attention to the language and style of your proposal.*

Project plan and implementation strategy

- *Split the project into different milestones, and specify your planned timeline for each milestone for information gathering, writing, review/changes, publication, getting developer feedback, and further revisions. You can set monthly or weekly milestones. Strong proposals will have clear, concrete and measurable milestones, whose success can be objectively evaluated by an external observer.*
 - *Note: Please make sure to include a description of how you plan to **systematically** get feedback from developers on whether the documentation you write is helping them, and how you plan to use this feedback to improve your documentation. Include this in your timeline as part of the development cycle. (You can assume that the Oppia project receives interest from several new contributors per week, and that there will be ways to get in touch with them.)*
- *The plan should include a **breakdown** of the pages/guides/how-tos/tutorials that you plan to write, possibly including rough drafts or samples. For guides, you might want to make a list of steps that the guide should include, and what files the guide should reference. In general, your proposal should be sufficiently concrete to demonstrate that you are familiar with the scope of the problem you're tackling, and may include pointers to parts of the Oppia codebase.*

Other Commitments

- *Which timezone(s) will you primarily be in during the implementation phase?*
- *How much time will you be able to commit to this project per week? Please also list any dates from Apr - Dec 2024 in which you will not be available or have reduced availability, and specify your adjusted schedule for those periods.*

Communication

- *What is your contact information, and preferred method of communication?*
- *How often, and through which channel(s), do you plan on communicating with your mentor?*

Proposed budget

- *Propose a budget for the entire project, rather than an hourly rate.*
- *As a starting point, we are considering budgeting \$6,000 for Oppia Web documentation and \$6,000 for Oppia Android documentation. Feel free to propose an alternative budget though.*
- *See the detailed guidelines on SoD budgets at https://developers.google.com/season-of-docs/docs/org-proposal-template#project_budget. Note that these guidelines are for the organization's application to Google, so they include things like stipends for organization volunteers that you don't need to worry about.*