

Blog 2 Quad Chart

Quad Chart

TITLE	
PURPOSE (AIMS/OBJECTIVES) WHY IS PROJECT BEING DONE? WHAT FOR? WHAT IS THE RESULT?	CUSTOMERS (STAKEHOLDERS) WHO IS PROJECT FOR? WHO WILL BENEFIT (OR NOT)? WHO WILL IT INVOLVE?
DESIRED END RESULT (CRITICAL SUCCESS FACTORS) GOALS! WHAT MAKES THE PROJECT A SUCCESS?	MEASURES OF SUCCESS Key Performance Indicators (KPIs) (STANDARDS / CRITERIA) WHEN ARE WE FINISHED? WHAT CAN BE MEASURED HOW DO I MEASURE SUCCESS?

The Quad chart (Ford and Wei, 2015, p. 275-284) is structured into four categories to summarise and communicate specific information to the audience. The condensed format communicates a clear and concise message of objectives and goals through a coherent story. Each of the four categories contain information that logically supports the author's decisions

The four categories are:

Purpose - recognition of the needs to execute the objectives

Customers/Stakeholders - who will be affected and impacted by the project

Desired End Result - the overall goal

Measures of Success - specific acts carried out to fulfil our overall goal

There are benefits in undertaking a quad chart as it is useful in explaining a technical documentation in quick time, however the chart should contain all the information which the audience require (Kennan, 2020). A quad chart that is filled with too much information on one document can present overwhelming to an audience (FreePowerpointTemplates.com, 2016).

Here is a link to further explain how to make a quad chart:

[Putting Together a Quad Chart: NM FAST Workshop December 8th, 2022 - YouTube](#)

(NM Fast, 2022).

Reference List

Ford, J. D., & Wei, T. (2015). 'Quad Charts in the Classroom to Reinforce Technical Communication Fundamentals', *Journal of Technical Writing and Communication*, 45(3), pp. 275–284. Available at: [Quad Charts in the Classroom to Reinforce Technical Communication Fundamentals - Julie Dyke Ford, Tie Wei, 2015 \(uwtsd.ac.uk\)/.](#) (Accessed 25th May 2023).

FreePowerPointTemplates.com (2016) *Quad Charts- Should You Use Them*. Available at: [Quad Charts - Should You Use Them? - Free PowerPoint Templates.](#) (Accessed 12th June 2023).

Kennan, R. (2020) *A brief intro to Quad(rant) charts*. Available at: [A brief intro to Quad\(rant\) charts » Positioning Insights.](#) (Accessed 12th June 2023).

NM Fast (2022) *Putting Together a Quad Chart: NM FAST Workshop December 8th, 2022* [video]. Available at: [Putting Together a Quad Chart: NM FAST Workshop December 8th, 2022 - YouTube.](#) (Accessed 28th June 2023).