

Cover

Show the project title, community, team, course, version, date, and one authorized image or map.

AUTHORIZED HERO IMAGE OR MAP

Document purpose and audience

State who the product is for, the client question, what it will help them decide, and what remains outside scope.

PURPOSE AND AUDIENCE

CLIENT QUESTION

SCOPE AND LIMITS

Visual system

Record the approved palette, type hierarchy, page grid, map standards, image treatment, voice, and accessibility rules.

COLOR PALETTE

TYPE HIERARCHY

IMAGE + MAP RULES

VOICE + ACCESSIBILITY

Working introduction

Draft the opening narrative: place, issue, why it matters, intended audience, and how this product will help.

OPENING NARRATIVE

ORIENTATION MAP / IMAGE

KEY FACTS WITH SOURCES

Existing record

Synthesize what existing plans, codes, reports, data, and conversations already establish. Do not simply list documents.

SYNTHESIS

SOURCE-BACKED MAP / TABLE / TIMELINE

Diagnosis

Explain the most important conditions, opportunities, constraints, and public concerns. Identify evidence and uncertainty.

DIAGNOSIS

EVIDENCE VISUAL 1

EVIDENCE VISUAL 2

Public and client perspective

Show what has been heard, who participated, whose voice may be missing, and what changed or must be verified.

DIRECT STATEMENTS / THEMES

PARTICIPATION OR STAKEHOLDER VISUAL

WHAT THIS CHANGES

Alternatives and tradeoffs

Define comparable options and the criteria used to understand benefits, burdens, cost, risk, timing, capacity, and equity.

OPTION 1

OPTION 2

OPTION 3

COMMON CRITERIA AND TRADEOFFS

Preferred direction

State the direction that follows from the evidence, including a condition or finding that could change it.

RECOMMENDATION

SUPPORTING PLAN / MAP / DIAGRAM

WHY THIS DIRECTION + LIMIT

Implementation

Connect each recommendation to responsibility, partners, sequence, resources, constraints, first action, and an early measure.

IMPLEMENTATION TABLE OR ACTION PATH

Sources, assumptions, and limits

Make it easy to trace major claims and see what the project cannot establish without further review.

KEY SOURCES

ASSUMPTIONS + UNKNOWN

VERIFICATION + LIMITS

Document architecture map

Show every planned section, its purpose, evidence, visual, recommendation, owner, and completion status.

PAGE / SECTION ARCHITECTURE