Document Information								Assessment							Source
Question	**Title**	**Description**	**Format**	**Length**	**Author**	**Organization**	**What this will help you do.**	**Date of Last Review**	**Is it legally accurate?**	**Is it the right jurisdiction?**	**Does it make the jurisdiction clear?**	**Does it make audience clear?**	**Is the language plain?**	**Is the format clear?**	**Link**
#x reflecting question and subquestion. You should keep the list of questions organized in a separate document		Copy and paste 1-2 lines from resource itself that describe what it contains. These may be edited and used for ultimately selected resource in any directory your site offers.	PDF, PPT, DOC, HTML, mp3, Newsletter, blog article, web page, infographic, paper, report, webinar, audio	Pages or time (e.g. for video or audio)		Affiliation of author and not necessarily the publisher, although you may want to record that too.	e.g. This will help me take minutes, this will help me file my taxes, this will help me name my corporation, etc.	The more up to date the better, if only because people will worry it is out of date whether or not it actually is. With that being said, if the law has not changed, you should not hesitate to link to an old source if it scores well in every other way.	2-It is legally accurate in every way. 1-It is legally accurate on the relevant issues but not others 0-It is not legally accurate on the relevant questions	1-Yes 0-No	1-Yes 0-No (Even if it is the right jurisdiction, if it fails to make the jurisdiction clear it may be misused)	1-Yes 0-No	1 (difficult even for specialized experts) 2 (difficult even for generalist professionals) 3 (appropriate for generalist professionals) 4 (difficult but possible for laymen) 5 (plain language)	1 (block of text, difficult font and colour scheme) 2 (separated into paragraphs, difficult font and colour scheme) 3 (separated into paragraphs ok font and colour scheme) 4 (separated by lists and headers, good font and colour scheme) 5 (separated by lists and headers, good font and colour scheme, and employs graphic content and illustrations.	-
									NOTE: this question comes first because you can obviously stop the analysis if it fails on this question.	NOTE: This question comes next because you can stop the analysis if it fails. It does not come first because keeping it on the list may be useful if you ever decide to expand your jurisdictional scope or share your XL sheet.	NOTE: Some resources are more about best practices than specific jurisdictional requirements. Even these should specify which jurisdictions these best practices are relevant for.		For a guide to what makes something plain language see http://plelearningexchange.ca/better-legal-information-handbook/	For a guide to what makes design clear see http://plelearningexchange.ca/better-legal-information-handbook/	-
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