

Get your work rolling using GitLab

You've found a work item you're interested in, consulted with your Good Docs Project working group lead about it, and claimed it in GitLab. This guide will help you set your work into motion. Using the GitLab work item as the single source of truth (SSOT) for task-related information, you will:

1. [Prepare for your task.](#)
2. [Develop your work:](#)
 - Use linked files.
 - Consult identified resources.

Before you start

To get the most from this guide, be sure you've learned how to:

- [Use GitLab to find your first task](#)

1. Prepare for your task

You previewed your work item's title, labels, and description when deciding whether to claim it. The work item is now yours, so you will set yourself up for success by evaluating its contents in greater depth.

Work item contents are frequently structured to include the following elements:

- **Work item summary:** A description of the overall task.
- **Links to pre-generated files:** Shared Google docs or other files to work in.
- **Resources and/or points of contact:** Sources to consult for information.
- **Definition of done:** A specification of completion criteria.
- **List of progress stages:** A breakdown of the issue into segments.
- **List of deliverables:** Tangible items to submit.
- **Contributing guidelines:** Procedures for project participants to follow.

Read the information to mentally map your plan for completing the task:

1. **Focus on the target outcome.** What goal does the work item identify? How do the list of deliverables and the definition of done embody that goal?
2. **Envision the process.** Think backwards from the target outcome: What actions will you take to reach it? How do those actions mesh with the progress stages listed in the work item?

3. **Assess scope.** What skills, time, and/or other resources will you need to complete action items? How will you pace yourself?

These preparations will help you hit the ground running and get the most from your experience on the task.

 Troubleshooting

If you need more information about your task, reach out to your working group for assistance.

2. Develop your work

Use linked files

Use pre-generated Google Workspace files linked from the GitLab work item to carry out your work. Common files include:

- **Process files:** Documents for recording preliminary or process-related information. Examples:
 - Proposal documents and friction logs for the Chronologue team
- **Draft files:** Documents set up for the core writing associated with a task. Examples:
 - Templates documents for the Templates team
 - Chronologue example documents for the Chronologue team
 - Article files for the Knowledge base team
 - Form or presentation files for the UX team
 - Blog post documents for the Outreach team

Observe that members of your working group are able to access these files via the GitLab work item for community review and/or other purposes—an example of The Good Docs Project's [open-source culture](#) in action.

 Reminder

For support on access to Google Workspace files, [contact the Tech Team](#).

Consult identified resources

Good Docs Project work items are set up in a spirit of helpful, constructive collaboration. Be sure to take advantage of resources and/or points of contact identified in a work item as you proceed on your task. Such resources may assist with:

- Starting points for research
- Subject matter expertise
- Documentation models for comparison

- Tools for optimizing efficiency

Next steps

- [Track work item progress in GitLab](#)