

Service writing template for Portland.gov

This document will help you write a service that will easily fit into the new community-focused Portland.gov.

URL to existing service online:

Title

What would the community call this service?

Summary

Describe your service in 300 characters or less. This description is used for lists of content as well as search result descriptions.

Time to complete (optional)

How long should it take the user to complete the tasks to interact with this service? Time to complete a form and time to complete an entire process are both valid entries.

Audience (optional)

Business
 Visiting Portland
 Other: _____

Resident
 Working in Portland

Action (optional)

File a claim
 Pay online
 Other: _____

Get a permit or license
 Report a problem

Topic (optional)

Access and ADA accommodations
 Sidewalks and parking
 Community education and outreach
 Environment
 Garbage, recycling, and composting
 Parks, recreation, and trees
 Public records
 Water, stormwater, and sewer

Biking and walking
 City projects
 Constructions and development
 Fire and rescue
 Housing
 Police and safety
 Transportation and roads
 Other: _____

How can community members access this service? (modes of access)

← Write in the mode: Online, By email, By mail, By phone, By fax

Steps by step instructions (for this mode)

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Related content

What other guides or services are related to this service?