



# The Story Department

## Step Outline Form

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### Simple Instructions

These instructions relate to the Google Sheets version of the STEP OUTLINE + POV & ACTION REPORT. Download link: [outline.thestorydepartment.com](https://outline.thestorydepartment.com).

#### Preliminary Note

This version of the form and report applies only to stories with a single protagonist, and with a single POV.

#### The Steps

##### STEP ONE

On the first sheet, enter the project title, as well as your character names. Here it is important that you refer to your Main Character (MC) in the exact same way as you will in the scene summaries. To keep things simple, just enter the character's FIRST NAME

##### STEP TWO

On the second sheet, write a brief one-line summary of each scene in your story. The scene number will be automatically generated in the first column. Indicate the POV of the scene in the second column, and select ACTION or EVENT in the last column.

##### STEP THREE

On the third sheet, check the POV, Action and Screen Time scores for your story.

##### POV SCORE

Ideally, most of your scenes should be told from the POV of your MC. This score will give you the percentage of all scenes that have your MC's POV.

##### ACTION SCORE

A strong protagonist drives the story forward through deliberate actions, in response to events. This score gives you the percentage of all scenes that show your MC active.

##### SCREEN TIME SCORE

It seems self-evident that the MC should be in most scenes. However, beginning screenwriters sometimes get distracted, and allow their protagonists to disappear for extended periods of time. This score tells you the percentage of scenes with the MC.

#### Final Note

Of course this form will not guarantee a great story. What it does, is to allow you a simple, fast diagnosis of some of the most important criteria that are often overlooked in beginners' screenplays.

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