

Documentation Plan

Scope

This documentation plan is a subsidiary of the department's project plan. The documentation plan outlines the informational components of the project.

Deliverables

The documentation deliverables consist of job aids and procedures for named product.

Items to be documented

Itemize the set of procedures and job aids to be written

Quantify the number of topics to be written

Items not covered

Inconsequential features, coding, and performance improvements

Refer to scope of work

Development

The content development depends on various inputs.

Resources

Additions to the resource management plan

Requirements

Additions to the requirements management plan

Localization

Determine whether documentation will be translated

Assignments

This section breaks down content development work.

Scheduling

Create matrix by milestone, by task, by writer

Plan deadlines for various documentation phases

Additions to the scheduling management plan

Audience analysis

Content suitable for the intended reader or learner

Quality testing

Determine practical ways to gather content from version-based information

Best practices

Adhere to industry standards and company policy

Content inputs

Mechanisms that give a clear view on content development

Cross references to underlying policies and procedures

Reviewers and approvers

Identify experts who must provide input or clarification

List others by role who are required to approve documentation