

DOCUMENTATION SCHEDULE

An Energetic Approach to Business



PLAN

Work with Stakeholders to Create a Plan



- Define Scope, Stakeholders & Process
- Create and Review Documentation Plan
- Review Templates and Style Guide
- Gather Information
- Track Progress

STRUCTURE & WRITE

Communicate with Stakeholders & SMEs



- Review Proposed Documentation Outline
- Write First Draft
- Review Drafts with SME
- Review & Revise Draft to Final Stage

REVIEW

Finalize Draft



- Edit Draft
- Define Review Team
- Conduct Review of Documentation with Stakeholders and SMEs
- Compile Feedback and Revise Draft
- Obtain Approvals

PUBLISH

Publish Documentation



- Finalize Document
- Define Format of Media (electronic, hard copy)
- Determine Publishing Platform (cloud, internal CMS, external media)
- Establish Document Control
- Publish Final Document

