

DOCUMENTATION PLAN

Date:	Document revision:	
Company name:		
Project title:		
Primary contact:	Tel:	Email:
Content expert:	Tel:	Email:

1. INTRODUCTION

This documentation plan should be completed with all the relevant information that is available prior to the start of the project.

Note: Check for the latest revision of this Documentation Plan as it may be revised several times before a project commences.

2. PROJECT TIMESCALE

When is completion required? Estimate weekly durations for each step.

Milestones	Time (wks)
Initial draft	
Issue 1 st Draft	
1 st Draft comments	
Issue 2 nd Draft	
2 nd Draft comments	
Issue final draft	
Approval and sign off	
Issue document master	
Project deadline (date)	

3. DOCUMENTATION PURPOSE & INTENDED AUDIENCE

Who will read the documentation?

4. LEGACY COPY / ARTWORK

Is there any existing documentation available?

5. DOCUMENT LAYOUT - HOUSE STYLE, FORMAT / TEMPLATE

Is there an existing house style?

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6. AUTHORING SOFTWARE

Are there any requirements to use specific software e.g. FrameMaker, MS Word

7. OUTPUT FORMAT - HARD COPY / ELECTRONIC

How will the document be published?

8. CONTENTS

Add or amend main and sub sections as necessary and give a brief description of each.

Section	Title
Introduction	
Technical Data	
Installation	
Operation	
Maintenance	
Storage and Disposal	
Service and Spares	

9. ILLUSTRATIONS

A brief content description and type e.g. photo / line artwork / Cad graphic.

Illustration	Title
Fig. 1	
Fig. 2	
Fig. 3	
etc ...	

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10. TABLES

Give a brief content description.

Table	Title
Table. 1	
Table. 2	
Table. 3	
etc...	

11. ADDITIONAL COMMENTS

Special comments or additional information.