



Checklist: Doc Lead profile

Skill set	Do I have it in me?	✓
Technology	Am I passionate about Technology?	
	Do I have great technical aptitude?	
	Do I possess SME-level knowledge about my products?	
Writing	Do I possess top-notch writing skills (less than 5% grammatical, syntactical, and style guide errors)?	
	Do I possess advance-level understanding of the authoring environment and standards?	
Editing and reviewing	When I review content, am I able to spot the grammatical, syntactical, and style guide errors easily?	
	Am I able to explain the rules convincingly to my team?	
Project management	Do I have all that is required to deliver the project documentation on schedule?	
	Am I a role model in creating and maintaining effective project schedules?	
	Do I really enjoy the act of taking status from team members and tracking their project deliverables, and am I able to do this effectively?	
	Do I have the ability to prioritize my work and also help my team prioritise their work effectively?	
Leadership	Am I a natural leader? Do team members accept my ideas easily? Do team members like to follow me and look up to me?	
	Am I able to motivate my team under any circumstances on a regular basis?	
	Am I able to share my opinion and knowledge in a way that uplifts the team, even when I disagree with them?	
Innovation	Have I established myself as a thought leader and able to drive innovation in my team and in the organisation?	
	Do I have the foresight regarding the market and technology and upskilling my team to be future-ready?	
	Am I able to create an environment that encourages innovation	

This checklist is part of the article titled “Ascend, naturally!” by Rajib Borkataki published in Udaan at <http://udaanstc.github.io/GutsAndGlory/html/rajob.html>

Skill set	Do I have it in me?	
	and new ideas in the team?	
Mentoring and approachability	Do I enjoy sharing my knowledge with team members spontaneously?	
	Do team members come to me when they have the slightest doubt? Do they consider me approachable enough?	
	Am I the go-to-guy for all the issues my team faces?	
	Am I able to provide clear directions to my team on a regular basis?	
	Am I the natural choice when my team members have any question about any of the following: <ul style="list-style-type: none"> • Technology, product Knowledge • Writing skills, grammar, style guide • Trainings on product, writing, or tools • Tools • Processes 	
	Do my team members find me empathetic to their problems?	
Cross-functional collaboration	Am I an expert in collaborating with R&D and other stakeholders for work and gather relevant project or program information in a timely manner?	
	Do I have access and understanding of the product or program roadmap and plan my work accordingly?	
Requirement analysis and scoping	Am I good at deciphering information from the requirements docs and doing an effective scoping?	
	Am I good at speed reading? Can I scan through many pages in a short time and provide a response?	
Customer advocate	Am I able to think like customers and design information to cater to their needs?	
	Am I able to effectively withstand the demands of R&D Managers or other stakeholders to design information their way	

This checklist is part of the article titled “Ascend, naturally!” by Rajib Borkataki published in Udaan at <http://udaanstc.github.io/GutsAndGlory/html/rajob.html>

Skill set	Do I have it in me?	
	and convince them about the merits of the current approach?	
Quality champion	Do I always deliver with 90% technical and language quality in the first drafts?	
	Do I spot quality issues in my team's work at the first glance?	
	Do I drive initiatives regularly to improve the quality of all deliverables?	
	Do I ensure that I follow all the processes all the time and encourage my team to do the same?	