Documentation Review Checklist

[6502 Debugger]

February 2017

Version X.XX

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| **Documentation Review Checklist** | | | | | |
| **Document Title:** | | **Review Date:** | | | |
| **Reviewer(s):** | | **Copy Reviewer(s):** | | | |
| **Section** | **Item** | | **Y** | **N** | **Comments/Changes** |
| **Front Matter/ Overview** | The title page includes required company information (e.g., logo, company name, project and document title). | |  |  |  |
| The purpose of the document is clear and complete. | |  |  |  |
| All known audiences/customers/users are described thoroughly and accurately. | |  |  |  |
| The scope of the document is accurate and complete. | |  |  |  |
| Product version numbers and release dates are accurate. | |  |  |  |
| The table of contents reflects correct page numbers and section names. | |  |  |  |
| **Procedure/**  **Body Text** | All steps in the procedure are accurate and complete. (For short procedures.) | |  |  |  |
| -or- Step 1 text and screen shots are accurate and complete. (For lengthier procedures and corresponding screen shots.) | |  |  |  |
| -or- Section 1.1 text is accurate and complete. (For sections of body text that are not broken into steps.) | |  |  |  |
| All corresponding screen shots accurately display the current version of the software/clearly relate to the step text. | |  |  |  |
| All charts, graphs, and diagrams are labeled accurately and consistently. | |  |  |  |
| All sensitive or proprietary data has been redacted or masked. | |  |  |  |
| All safety, privacy, and/or other details are specified. | |  |  |  |
| **Copy Review** | Company-specific product names and industry terminology used consistently throughout the document (e.g., proper nouns capitalized). | |  |  |  |
| Acronyms are spelled out completely in the first instance. | |  |  |  |
| All hyperlinks have been tested and work. | |  |  |  |
| The document flow and structure logical for the audience to follow. | |  |  |  |
| Spelling and grammar check are complete. | |  |  |  |
| The document text is concise and clear. | |  |  |  |
| **Standards and Style Review** | Header contains standard information (e.g., logo, document title). | |  |  |  |
| Footer contains standard information (e.g., confidentiality statement, page number, date). | |  |  |  |
| Headings match standard font, color, size styles. | |  |  |  |
| Body text matches standard font, color, size styles. | |  |  |  |

# Reviewer Instructions

Please complete this checklist and return to [name] by [date].

Please focus on [sections 1-3] during this review.

Click the check box in the Y column if the item is complete and accurate. Provide any supporting comments in the Comments/Changes column.

Click the check box in the N column if the item is incomplete or inaccurate. Provide the recommended change in the Comments/Changes column.

# Documentation Team Action Items

Based on the document review, the following changes need to be made by [date]:

* List item
* List item

The following changes require further discussion:

* List item
* List item

The following recommended changes will not be made because:

* List item
* List item