# Documentation Creation Procedure

## Purpose

The purpose of the Documentation Creation Procedure is to ensure that documentation created and used by the Institute is of a high quality and suited to its intended use.

## Documentation Creation

Documentation authors must be selected based upon their high familiarity and knowledge of the content of the documentation to be created. All documentation must be created and developed electronically using a current Microsoft Word version.

## Documentation Storage

All documentation must be stored electronically using a current Microsoft Word version. All documentation must be stored in the Institute’s file system. Pre-release documentation versions can be stored in file system folders accessible to the authors. Released documentation versions must be stored in the standard locations in the file system as specified by the Institute.

## Documentation Templates

Templates must be created for any type of documentation for which multiple instances are required. All instances of that type of documentation must then make use of the template. For example, if user guides for each of the software applications that students use in classes are required then a user guide template would first be created and each of the individual user guides would be based upon that template.

## Documentation Name, Format and Content

The name, format and content of all documentation must conform with the additional requirements as specified in the requirements document for each different document types. For example, the name, format and content of all user guides must conform with the Institute’s User Documentation Requirements.

## Intellectual Property and Copyright

All documentation content must either by intellectual property owned by the Institute or permission to include it must have been obtained from the copyright holders. The process of creating documentation must conform to all Australian copyright legislation and Institute copyright policies and procedures.

## Version Control

A version control process must be used to name and identify different document versions. The document version number must be included in the document name and clearly shown on every page within a document.

## Documentation Approval

Prior to being released, all documentation must go through the Institute’s documentation approval process.

The approval process requires that on at least one occasion the documentation is presented to its future users who are given the opportunity to provide feedback to the authors on any errors, omissions, additions or changes to the documentation.

The approval process also requires that prior to its final release the documentation is approved and signed off by the relevant manager.