Technical Documentation Review Checklist

**1. Content Accuracy**

* Does the documentation accurately describe the product, feature, or system?
* Are all instructions, steps, and workflows correct and in the right sequence?
* Is the information up to date with the latest version of the product or software?
* Are examples relevant and accurately demonstrating use cases?

**2. Completeness**

* Are all the required topics covered (installation, configuration, usage, troubleshooting)?
* Does the documentation provide sufficient details for the user to accomplish tasks?
* Are there any missing sections or topics that need to be addressed?
* Are diagrams, screenshots, and code samples included where necessary?

**3. Clarity and Readability**

* Is the language clear and simple for the target audience to understand?
* Are complex terms and jargon explained or defined?
* Is the tone and voice consistent throughout the documentation?
* Is the document logically organized, and does it follow a clear structure (e.g., headings, subheadings)?
* Are instructions clear, unambiguous, and easy to follow?

**4. Consistency**

* Are terms, labels, and names consistent across the document?
* Are formatting styles (fonts, headings, lists, etc.) consistently applied?
* Are units of measurement and terminologies consistently used?
* Is the style guide being followed (if applicable)?

**5. Technical Accuracy**

* Has the content been reviewed by subject matter experts (SMEs) for correctness?
* Are all technical terms, processes, and systems accurately described?
* Are all links to external sources or references working and relevant?

**6. Grammar and Style**

* Are there any grammatical, punctuation, or spelling errors?
* Does the documentation adhere to any specific style guides (e.g., Microsoft Style Guide, Chicago Manual of Style)?
* Is passive voice minimized in favor of active voice where appropriate?

**7. Formatting and Presentation**

* Are headers, footers, and page numbers correct and consistently applied?
* Are images, tables, and diagrams correctly aligned and formatted?
* Is the document free from formatting errors like overlapping text or improper spacing?
* Are hyperlinks correctly formatted and functional?

**8. Usability**

* Is the document easy to navigate (with a table of contents, index, etc.)?
* Are complex processes broken down into manageable steps?
* Does the document offer alternative ways to find information (search functionality, cross-references)?
* Is the user journey intuitive, and does the document follow a logical flow?

**9. Legal and Compliance**

* Are there any legal disclaimers or notices that need to be included (e.g., copyright, trademarks)?
* Does the document meet all relevant compliance and regulatory standards (e.g., GDPR, accessibility)?
* Is the licensing information for open-source software or third-party components correctly listed?

**10. Version Control and Metadata**

* Is the version number clearly indicated on the document?
* Are the document creation and modification dates listed?
* Is the author or contributor information included?
* Are the revision histories recorded and accessible?

By following this checklist, technical writers can ensure that documentation is **accurate, clear, and useful**, meeting the needs of both internal and external users.