Documentation Review Checklist

# GPS Log Book User Manual Review

# 10 December 2020

# Version 1.0

# Purpose

Effective documentation reviews help catch errors not only in documentation, but in the products themselves. Better products and supporting material reduce production costs and calls to the help center along with making customers happier.

# Customize the Checklist

Not all sample line items in the checklist will apply to your specific document or review needs. Customize the checklist items to your document so you can capture specific feedback and improve the overall communication.

The front matter/overview text could include a purpose statement, document description, target audience, scope, instructions for use, etc. The body or procedure area could include procedure steps, instruction sets, and other body text in your document.

You can easily add, modify, copy, and remove text as it applies/relates to each document. For example, you may want to add rows to the Procedure/Body Text section to capture reviews of all subsections of a lengthy procedure. Add rows by clicking to the right of the table, then pressing enter.

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| **Documentation Review Checklist** | | | |
| **Document Title: GPS Log Book U.M.** | | **Review Date: 4th January 2022** | |
| **Reviewer: Angelika Katona** | | | |
| **Section** | **Item** | | **Comments/Changes** |
| **Front Matter/ Overview** | The title page includes required company information (e.g., logo, company name, project and document title). | | No |
| The purpose of the document is clear and complete. | | Yes |
| All known audiences/customers/users are described thoroughly and accurately. | | Yes |
| The scope of the document is accurate and complete. | | Yes, but there’ve been mistakes… |
| Product version numbers and release dates are accurate. | | No |
| The table of contents reflects correct page numbers and section names. | | No |
| **Procedure/**  **Body Text** | All steps in installation procedure are accurate and complete. (Section 6.2) | | Yes |
| Text and screen shots are accurate and complete. | | Yes |
| All corresponding screen shots accurately relate to the step text. | | Yes |
| All images are labeled accurately and consistently. | | No |
| All sensitive or proprietary data has been redacted or masked. | | Yes |
| All safety, privacy, and/or other details are specified. | | Yes |
| Company-specific product names and industry terminology used consistently throughout the document (e.g., proper nouns capitalized). | | Yes |
| **Copy Review** | Acronyms are spelled out completely in the first instance. | | No (USB, GPS, LED) |
| All hyperlinks have been tested and work. | | All work – NO  All tested - Yes |
| The document flow and structure logical for the audience to follow. | | Yes |
| Spelling and grammar check are complete. | | There have been mistakes |
| The document text is concise and clear. | | Yes |
| Header contains standard information (e.g., logo, document title). | | Yes |
| **Standards and Style Review** | Footer contains standard information (e.g., confidentiality statement, page number, date). | | Yes |
| Headings match standard font, color, size styles. | | Yes |
| Body text matches standard font (Calibri), color, size styles and consistent all over the document. | | No (almost) |
| For full details on checkpoints, see attached .xlsx file. | | |

# Reviewer Instructions

Please complete this checklist.

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.