

Which could lead to:



- Poor Decision-Making
- Errors and Inefficiencies
- Reduced Productivity
- High Training Costs
- Increased Risk of Non-Compliance

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Documentation Method

Step 1:

Understand the needs of the audience



Procedure



How do I do it?

Process



How does it work?

Principle



What must be done?

Concept



What is it?

Structure



What does it look like?

Fact



What is true?

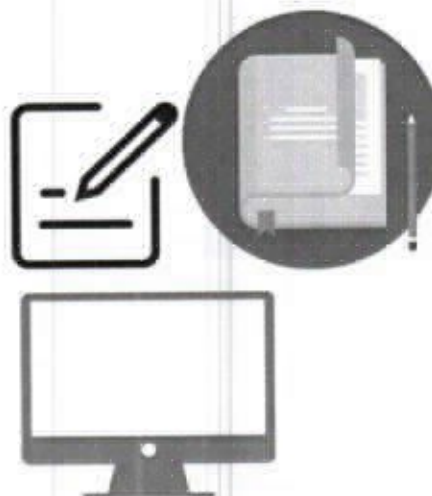
Step 2:

Categorize information by type and purpose for the user

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Document Mediums

- Paper
- Electronic
- Photographic
- Master Sample
- Other



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The Documentation Development Life Cycle (DDLC)

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