Documentation Delivery Plan - Material Integration Platform

1. Overview

This plan outlines the technical documentation approach for a six-month Material Integration Platform project for [Company Name], whereby the technical writer will be integrated into the development team to produce documentation iteratively alongside the software development process.
The goal is to ensure that documentation is accurate, up-to-date, and aligned with the evolving project requirements.
The structure of the documentation aligns with both the Document Development Life Cycle (DDLC) and sprint-based Agile development methodologies.
Additionally, the presentation is structured in a way that allows the details to be directly converted into Jira issues.

2. Epic and Task Breakdown (Jira-Compatible)

EPIC: Documentation for Material Integration Platform (MIP)

ANALYSIS AND PLANNING

T1: Stakeholder Interviews and Persona Definitions.

- Conduct interviews to identify documentation audiences (e.g., internal engineers, external tool integrators).
- Issue Type: Task
- Frequency: One-off

T2: Productivity Tool Development (Automation).

- Develop a Python script that monitors relevant software development Git repositories for new commits associated with Jira keys under the MIP project EPIC and reports changes to the documentation team.
The tool will periodically (e.g., every midnight) output CSV files with commit details and rank the commits in descending order according to their size and complexity because larger, more complex commits are likely to have a greater impact on the documentation.

- Issue Type: Task
- Frequency: One-off

DESIGN

T3: Documentation Scope Definition and Information Architecture Development.

- Develop documentation structure, hierarchy, and delivery channels.
- Issue Type: Task
- Frequency: One-off

CONTENT DEVELOPMENT

T4: Draft API Reference (JSON Schema).

- Document the JSON schema with field descriptions, constraints, usage examples, and context.
- Issue Type: Story
- Frequency: One-off

T5: Document Web UI Features.

- Write end-user documentation for a browser-based material selection app, including screenshots and step-by-step usage instructions.
- Issue Type: Story
- Frequency: One-off

T6: Write Developer Integration Guide.

- Document integration steps for consuming systems, including REST API calls and schema compatibility notes.
- Issue Type: Story
- Frequency: One-off

T7: Draft Use Case Scenarios & Examples.

- Provide detailed real-world examples to demonstrate typical workflows.
- Issue Type: Story
- Frequency: One-off

T8: Create Sprint-Based Release Notes.

- Summarise sprint progress, changes, enhancements, and known issues.
- Issue Type: Story

- Frequency: Recurring (per sprint)

REVIEW AND EDITING

T9: Conduct Peer Reviews and QA

- Incorporate regular doc reviews, ensure clarity, verify completeness and validate with stakeholders.
- Issue Type: Sub-task
- Frequency: One-Off (per doc set)

PUBLISHING

T10: Finalise and Publish Documentation for the Current Sprint.

- Consolidate deliverables and publish them to the agreed-upon platform (Confluence or a Markdown-based site, such as GitHub Pages or MKDocs).
- Issue Type: Sub-task
- Frequency: Recurring (per sprint)

MAINTENANCE

T11: Ongoing Documentation Updates.

- Regularly review and update documentation to reflect changes in the MIP project, using proper versioning (Git), and leverage the automation tool developed in T2 to support this effort.
- Issue Type: Task
- Frequency: Recurring (continuous)

3. Questions, Clarifications, and Blockers

- **Q1:** What are the specific audiences for the documentation?
- **Q2:** Is there a confirmed, stable version of the JSON schema?
- **Q3:** How integrated will the documentation content be with the codebase, and will it be versioned alongside the code?
- **Q4:** Can the documentation team access early UI builds for testing walkthroughs?

4. Estimated Effort and Timeline

- **Overall:** 18-25 story points (~12-15 person-days).

- Assumes:
    - JSON schema stabilised by Sprint 3.
    - Partially functional UI by Sprint 4 for walkthroughs.

5. Dependencies and Assumptions

- Access to technical SMEs for schema and integration support.
- UI builds are available for hands-on documentation testing.
- Design documentation for material selection workflows.
- Internal style guide and documentation standards are available.

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