Knowledge Management & Process Improvement

Proposed Template for Technical Product Documents

Overview

- Brief description of the feature/module.
- Purpose and intended audience.

Scope

- Detailed functionalities and limitations.
- User roles and responsibilities.

Use Cases

- Scenarios illustrating how users will interact with the feature.

API Specifications

- Endpoints, request/response formats, and authentication methods.

Wireframes

- Visual representations of the user interface and user experience.

Data Flow Diagrams

- Illustrations of how data moves through the system.

Acceptance Criteria

- Metrics for success and validation methods.

Suggested Improvements for Collaboration

1. Regular Cross-Functional Meetings: Establish bi-weekly meetings involving product, development, and QA teams to discuss progress, challenges, and updates. This will foster open communication and ensure alignment on project goals.

2. Shared Documentation Platform: Utilize a centralized documentation platform (e.g., Confluence, Notion) where all teams can access, edit, and comment on technical documents in real-time. This will enhance transparency and reduce version control issues.

Process for Maintaining Version Control for Technical Documents

- Versioning System: Implement a versioning system that includes a unique version number (e.g., v1.0, v1.1) and a changelog that documents all modifications made to the document.

- Review and Approval Workflow: Establish a review process where any changes to the document must be approved by designated stakeholders (e.g., product manager, lead developer) before being published. This ensures that all updates are vetted and that the most current version is always accessible.

- Archiving Old Versions: Maintain an archive of previous versions of documents for reference and compliance purposes. This can be done by saving older versions in a dedicated folder within the documentation platform.