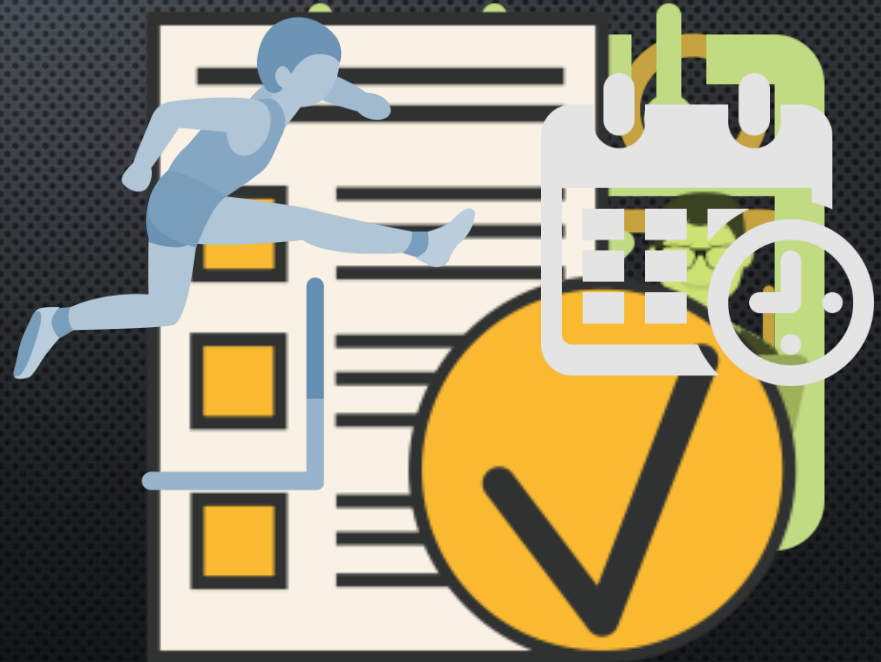


PROJECT MANAGEMENT DOCUMENTATION

THE IMPORTANCE OF DOCUMENTATION

WHY THE DOCUMENTATION IS IMPORTANT

















































































- REMOVE MISUNDERSTANDING WITH THE DEVELOPERS
- DOCUMENT REQUIREMENT AND RETRIEVE SIGN-OFFS
- FACILITATE HANDOVER PROCESSES
- TRACK CHANGES
- REACH FASTER AND SMOOTHER THE DEADLINES



WHAT DO YOU NEED TO DO TO MAKE THE DOCUMENTATION PROCESS WORKING WELL?

- CREATE A DOCUMENTATION DATABASE
- USE A DOCUMENTATION MANAGEMENT TOOL
- PROVIDE INFORMATION WHERE TO FIND THE LATEST UP TO DATE DOCUMENTATION
- PROVIDE DESCRIPTION OF THE DOCUMENTATION

Document Management Software

Product	Deployment	Archiving & Retention	Collaboration	Compliance Management	Electronic Signature	Forms Management	Version Control	
 Document Workflow Software ★★★★★ (1)								Visit Website
 CogniDox for high-tech R&D ★★★★★ (6)								Visit Website
 XaitPorter ★★★★★ (2)								Visit Website
 CuadraSTAR SKCA (STAR Knowledge Center for Archives) ★★★★★ (1)								Visit Website
 BSI Knowledge Manager ★★★★★ (20)								Visit Website
 Zoho Docs ★★★★★ (20)								Visit Website
 SODA PDF ★★★★★ (7)								Visit Website
 ContractZen ★★★★★ (6)								Visit Website
 LogicalDOC ★★★★★ (46)								Visit Website
 CANEA Document ★★★★★ (1)								Visit Website

What do you need to solve?



- What I need?
- When I need?
- For what I need?
- Where I find?
- Why is it like this?
- How can I know how?

HOW TO MAKE THE DOCUMENTATION PROCESS EFFICIENT AND EFFECTIVE

- USE VERSIONING CONTROL
- HAVE AN ARCHIVE SYSTEM IN PLACE
- USE A WIKI BASED TOOL
- USE A NOTIFICATION SYSTEM FOR NEW VERSIONS
- INCLUDE THE HISTORY TABLE IN EACH DOCUMENT TO TRACK CHANGES



HOW TO MAKE THE DOCUMENTATION PROCESS EFFICIENT AND EFFECTIVE

- COLLECT DOCUMENTATION STRUCTURE INFORMATION IN ONE PLACE: THE META DATA



1							Documentation structure			Agency Delivery			
2	id	Package version	Document	Type	Version	Filename	Level 1	Level 2	Package	Filename	Folder	Notes	
3	DOC-ID01	0.1	Testing Overview	File	1.1	2017-03-29_XXCMS_MARKET_UAT_testin	00_Production_Status_Overview_and_Testplan					XXE template	
4	DOC-ID01	0.1	UAT Kick off presentation	File	1.0	2017-03-23_XXCMS_Market_UAT_kick	01_Kick-off_presentation					XXE delivery	
5	DOC-ID03	0.1	XXE Master Wireframes	Package	1.0	01_XXE Master Wireframes (directory)	02_Wireframes	01_XXE Master Wireframes	1		01_Wireframes	- Admin wireframes missing	
6	DOC-ID04	0.1	XXSs Market specific Wireframes	Package	1.0	02_Market specific Wireframes (directo	02_Wireframes	02_Market specific Wireframes\XXSs	1		01_Wireframes		
7	DOC-ID05	0.1	NO Market specific Wireframes	Package	1.0	02_Market specific Wireframes (directo	02_Wireframes	02_Market specific Wireframes\NO	1		01_Wireframes		
8	DOC-ID06	0.1	Dealer Wireframes	Package		03_Dealer Wireframes	01_Wireframes	03_Dealer Wireframes	1		02_Designs>03_Dealer Wireframes		
9	DOC-ID07	0.1	XXE Master Designs	Package	1.0	01_XXE Designs (directory)	03_Designs	01_XXE Designs	1		02_Designs>01_XXE Designs		
10	DOC-ID08	0.1	XXSs Market Designs	Package	1.0	02_Market Design(XXSs) (directory)		02_Market Design(XXSs)	1		02_Designs>02_Market Design(XXSs)		
11	DOC-ID09	0.1	Content Gathering Decks	File	0.1	XXE_Dealer_UTS_(170314)_v0.1_(Device	04_Content Gathering Decks	Dealers	2		07_Contents Gathering Decks	- draft version - wrong naming convention	
12	DOC-ID10	0.1	XXE Content Gathering Decks	Package		XXE	04_Content Gathering Decks	XXE			No files for XXE master		
13	DOC-ID11	0.1	Dealers Content Gathering Decks	Package		Dealers	04_Content Gathering Decks	XXE			No files for XXE master		
14	DOC-ID12	0.1	Content Gathering Decks	File		2016-08-17_NC_POP_Optima family upd	04_Content Gathering Decks	XXE			No files for XXE master		
15	DOC-ID13	0.1	XXSs Content Gathering Decks	Package		XXSs (directory)	04_Content Gathering Decks	XXSs	2		07_Contents Gathering Decks		
16	DOC-ID14	0.1	NO Content Gathering Decks	Package		NO (directory)	04_Content Gathering Decks	NO	2		07_Contents Gathering Decks		
17	DOC-ID15	0.1	NO Sitemap	File	8.2	2017-02-22_NO_To-Be_IA_v8.2_Signed	05_Sitemap		2	2017-02-22_NO_To-Be_IA_v8.2_Signed	08_Information Architecture		
18	DOC-ID16	0.1	XXSs Sitemap	File		2017-03-06_XXSs_To-Be_IA_v1.97 - addit	05_Sitemap		2	2017-03-06_XXSs_To-Be_IA_v1.97 - add	08_Information Architecture		
19	DOC-ID17	0.1	websites URLs	File	0.1	2017-03-18-XXCMS_URL_environments-v	05_Sitemap		2	2017-03-18_XXCMS_URL_environments	09_URL overview list of XXCMS environments		
20	DOC-ID18	0.1	XXE Test cases	Package	1.0	(directory) package	06_Test_cases	XXE	2		11_Test Case	Agency delivered in zip file	
21	DOC-ID19	0.1	Test cases - Dealers	File	0.1	XXE_Dealer_UTS_(170314)_v0.1_(Device	06_Test_cases	Dealers	2	XXE_Dealer_UTS_(170314)_v0.1_(Devic	11_Test Case > 01_Market and Dea	- filename not following naming-convention - no file in the Agency folder	
22	DOC-ID20	0.1	Test cases - XXSs	File	0.3	XXSs_UTS_(170315)_v0.3_(Device, Brow	06_Test_cases	XXSs		XXSs_UTS_(170315)_v0.3_(Device, Brow	11_Test Case > 01_Market and Dea	- filename not following naming-convention - no file in the Agency package	
23	DOC-ID21	0.1	Authoring Manual	File	0.7	2017-03-10_XXCMS_XXE_Authoring_Guid	07_Guidelines_and_Manual	01_Authoring_Manual	2	2017-03-10_XXCMS_XXE_Authoring_Gui	04_Authoring guide	- previous version is 0.14 - no upload on confluence before - no history table - not official release	
24	DOC-ID22	0.1	Admin Manual	File	1.0	2017-03-07_XXCMS_XXE_Admin_Manual	07_Guidelines_and_Manual	02_Admin_Manual			13_Admin Manual	- no upload on confluence before - no history table	
25	DOC-ID23	0.1	Coding Guideline	File	1.3	2017-03-10_XXCMS_XXE_HTML_Coding_G	07_Guidelines_and_Manual	03_Coding_Guideline	2	2017-03-10_XXCMS_XXE_HTML_Coding	05_Publishing guide	- no upload on confluence before	
26	DOC-ID24	0.1	Web style Guideline	File	1.15	2017-02-20_XXCMS_EU template web st	07_Guidelines_and_Manual	04_Web_Styleguide	1	2017-02-20_XXCMS_EU template web style guide_v1.15	no delivery in UAT download- package v1.0 (Market slot 1)		
27	DOC-ID25	0.1	SEO Guideline	File	3.1	2016-09-09_XXCMS_XXE_Project_SEO gui	07_Guidelines_and_Manual	05_SEO_Guideline	2	2016-09-09_XXCMS_XXE_Project_SEO gu	06_SEO and analytics guidelines		
28	DOC-ID26	0.1		File		Heading Tag Guide-batch1	07_Guidelines_and_Manual	05_SEO_Guideline	2	Heading Tag Guide-batch1	06_SEO and analytics guidelines		
29	DOC-ID27	0.1		File		Heading Tag Guide-batch2	07_Guidelines_and_Manual	05_SEO_Guideline	2	Heading Tag Guide-batch2	06_SEO and analytics guidelines		
30	DOC-ID28	0.1	Training Manual	File		missing	07_Guidelines_and_Manual	06_Training_Manual	2		21_UAT training Manual	Probably in the '00_Training_documents' package	

DOCUMENTATION MANAGEMENT TOOLS

http://www.capterra.com/sem-compare/document-management-software?headline=Document%20Management%20Software&gclid=EAlaIQobChMItau5jrW41gIVER4bCh21GAC0EAAYASAAEgK-zvD_BwE&gclsrc=aw.ds