

# **TECHNICAL AND PROCESS DOCUMENTATION**

<b>Component Description</b>	<b>Objectives</b>
<ul style="list-style-type: none"><li>◆ Establishing A Format</li><li>◆ Setting Clear Objectives</li><li>◆ Style And Clarity</li><li>◆ Writing For The End-User</li><li>◆ Involving Appropriate Departments</li><li>◆ Vetting The Draft</li><li>◆ Releasing The Documentation</li><li>◆ Revisions And Updates</li></ul>	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none"><li>– use an approved format</li><li>– set clear objectives</li><li>– develop documentation which is end-user <i>friendly</i></li><li>– ensure inter-departmental collaboration</li><li>– follow formal procedures for vetting, releasing, revising, and updating documentation</li></ul>

