

Corporate Training
239-433-6963

Department of Corporate Training

Developing Quality Documentation

The methodology provided will facilitate the development of quality-based documentation, that is, by eliminating (all) errors. This methodology provides an organization with a disciplined means to evaluate the readiness of a document prior to its use.

The instruction provides a description of key tasks, responsibilities, and critical areas to facilitate the organizations confidence in the use of documentation. Examples of key documentation subject to the formal inspection process include:

Program Management Plans, Organizational Processes and Policies, Installation Instructions, Statements of Work, Contracts, and other key documents within the organization.

4 hours of instruction.

Please Call for Dates and Cost.

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