

Process Documentation

LIB 1201 | December 3, 2012

What is documentation in the workplace?

- Evidence of:
 - “what the organization plans to do”
 - “what it has already done”

(Robinson, 2009, p. 35)

Why is process documentation important?

- Helps with organizational goals (Robinson)
- “Communicates expectations and requirements” (Robinson)
- So that someone else can replicate your work (Robinson)
- When things go wrong, useful to know what led up to it (Edge)
- Reflecting on the successes and failures of a process can help improve it (Edge)

What are some issues?

- Documenting your plans implies that you are actually going to do it (Robinson)
- Documentation must be regularly maintained and updated (Robinson)
- Remember, documentation is the end, not the means! Must have a real purpose (Robinson)

Why are we discussing it in this class?

- Edge: “good documentation” is “a thorough conveyance of thoughts and processes” (p. 18)
- Your research journal blog posts, proposal, bibliography, draft and final paper are all documentation of your research.

Examples...

Your examples!

For Wednesday, December 5

- Review the guidelines for the online documentation project!
 - Research tool
 - Information resource
 - Educational/research-oriented game
 - Extension for today's blog post – submit by 10 a.m. Wednesday for full credit
 - The final version of the research paper ~~is due by 10 a.m.~~ is now due by **FRIDAY, DECEMBER 7** at 5 pm – no exceptions!
 - An attachment emailed to me
- OR
- Handed in to me in person (my office is A439b in the library; I will be there from 12-2 and 4-5)