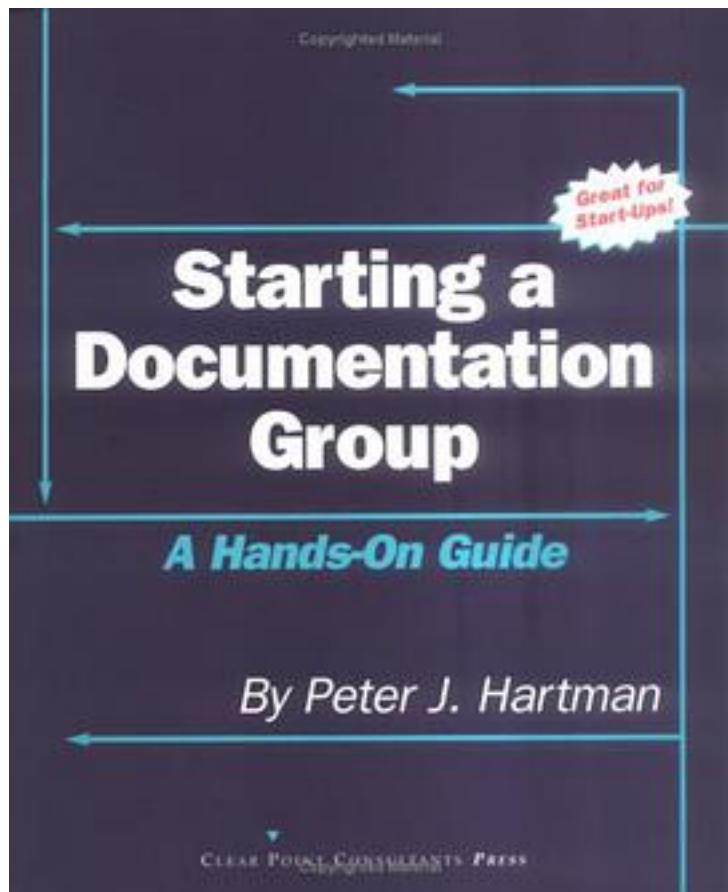


# Starting a Documentation Group



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Starting a Documentation Group is the only book devoted to getting a new group up and running in a small company. Drawing on the author's 20 years of experience in starting, rebuilding, and managing documentation groups as well as input from many of his peers this book provides a detailed collection of techniques, processes, and

guidelines to help you quickly set up an efficient and professional documentation operation.

In addition, the appendixes include a description of the product development process, sample templates and job descriptions, and questions to ask during the hiring process.

Although Starting a Documentation Group was designed and written with new group leaders in mind, it is also full of relevant and useful information for veterans.

Focusing on the needs of small companies, Starting a Documentation Group provides information on:

How the experience of a start-up/small group is different from that of a large group/company  
The role of the documentation manager

Setting up your environment

How to develop a comprehensive, forward-looking documentation plan and sell it to management

Determining a realistic schedule (or, at least, how to live with the time available)  
Planning for editing, production, and printing

Determining when extra help is needed and hiring accordingly

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