Final Report

Name	
Job Role/Title	Technical Documentation Specialist
Workplace/Organisation	Bounce Fitness
State/Territory	

Technical Documentation Creation Checklist

Assessor Instructions: The students will need to use this checklist to confirm all technical documentation and approval procedures have been performed. All the steps in the checklist follow the ICTICT435_02_Technical Documentation Creation Procedures, which are exactly the steps the students had to complete in Tasks 1 – 7. Therefore, every checklist item is expected to be ticked off as "Yes". Students will add comments next to their steps to confirm the steps have been taken.

Document Title	
Document Author	
Date	

Template Creation:			Comments *Add a comment to explain how you completed the step.* [Approx. word count: 10 – 20 words]
Template based on Bounce Fitness Style Guide created	Yes ☐	No ☐	
Template adheres to industry standards for technical documentation	Yes ☐	No ☐	
Template includes necessary elements from the SOP Manual	Yes ☐	No ☐	
Template layout and formatting checked for compliance with style guidelines	Yes ☐	No ☐	
Approval and Scope Confirmation:			Comments
Meeting with CEO/Manager scheduled	Yes ☐	No ☐	
Details and scope of work discussed and confirmed	Yes ☐	No ☐	
Preliminary approval obtained from CEO/Manager	Yes ☐	No ☐	
Document Drafting:			Comments
Document content developed using the approved template	Yes ☐	No ☐	
All required data and procedural information included	Yes ☐	No ☐	
Content accuracy and clarity verified	Yes ☐	No ☐	
Document formatted according to the Bounce Fitness Style Guide	Yes ☐	No ☐	
Administrative Review:			Comments
Document sent to the administrative team for review	Yes ☐	No ☐	
Feedback collected from the administrative team	Yes ☐	No ☐	
Document completeness and coherence checked	Yes ☐	No ☐	

Feedback Implementation:			Comments
Feedback analysed and necessary revisions identified	Yes ☐	No ☐	
Changes implemented into the document	Yes ☐	No ☐	
Revised document prepared for final review	Yes ☐	No ☐	
Final Approval:			Comments
Final document presented to CEO/Manager for approval	Yes ☐	No ☐	
Final approval received	Yes ☐	No ☐	
Approval documented and filed	Yes ☐	No ☐	
Publication and Distribution:			Comments
Final document formatted for publication	Yes ☐	No ☐	
Document named correctly [e.g., "[Document Title]_For Publication"]	Yes ☐	No ☐	
Document distributed through appropriate channels	Yes ☐	No ☐	

Impact of technical documentation creation

What was the positive impact?
[Approx. word count: 20 – 40 words]
The manual significantly enhanced staff efficiency in data management and offered valuable visual data insights, improving operational productivity and decision-making at Bounce Fitness.

What could be improved?
[Approx. word count: 20 – 40 words]
Provide two suggestions for improvement.

The manual could include more detailed maintenance scheduling content.
    1.
    2.
 	
1. Expand the section on setting up maintenance schedules with step-by-step examples for various types of gym equipment.
2. Include a troubleshooting guide for common issues and scheduling conflicts encountered when using Google Sheets for maintenance tracking.

Evaluation and report on technical documentation creation procedures

Which technical documentation creation procedures worked well?
[Approx. word count: 50 – 100 words]
 The structured steps of template creation, obtaining preliminary approval, and integrating administrative team reviews proved highly effective. The clear guidelines for each step ensured consistency and adherence to Bounce Fitness's standards. The use of a template based on the Style

Guide and SOPs ensured that all documents maintained a professional look and feel, which was crucial for brand consistency. Additionally, the initial approval process with management ensured that all documentation aligned with organisational goals and executive expectations before significant resources were invested in content development.

What could be improved?

[Approx. word count: 50 – 100 words]

While the overall documentation process was effective, improvements could be made in streamlining the feedback and revision stages. First, the feedback collection phase could be enhanced by incorporating more structured feedback forms or specific checklists to ensure all aspects of the document are reviewed comprehensively. Additionally, involving a broader range of staff members from different departments in the feedback process could provide more diverse insights, leading to richer content that is more broadly applicable across the company.