

Information Development

Managing Your
Documentation
Projects,
Portfolio,
and People

JoAnn T. Hackos



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Information Development JoAnn T. Hackos, 2007-01-29 A revolutionary new resource that brings documentation product management ideas up to date The 1994 bestselling classic Managing Your Documentation Projects set the industry standard for technical documentation However since then much has changed in the world of information development With this new title JoAnn Hackos looks beyond the structured project of the 1980s and 1990s Instead she focuses on the rapidly changing projects of the 21st century and addresses how to introduce agile information development without neglecting the central focus of planning information design and development around the needs of information users As an information development manager you are expected to reduce costs and project time do more work with fewer resources and less money and increase the value of the information you deliver Recognizing this Hackos has carefully designed this book to help you do precisely that She helps you make strategic decisions about information development and directs the discussion of project management toward smarter decision making An update of the original 1994 Information Process Maturity Model IPMM presents you with a method by which you can compare the state of your organization to others evaluate your current status and then consider what is necessary in order to move to the next level Information Development offers a completely new look at best practices for all phases of the document development lifecycle including Managing a corporate information portfolio Evaluating process maturity Partnering with customers and developing user scenarios Developing team effectiveness and collaboration Planning and monitoring information projects Managing translation and production Evaluating project performance Managing for quality efficiency and cost effectiveness The companion Web site includes electronic versions of the templates and checklists featured in the book Wiley Technology Publishing Timely Practical Reliable Visit our Web site at www.wiley.com/compbooks

Virtual Collaborative Writing in the Workplace: Computer-Mediated Communication Technologies and Processes Hewett, Beth L., Robidoux, Charlotte, 2010-06-30 This book investigates the use of computer mediated communication technologies and collaborative processes to facilitate effective interdependent collaboration in writing projects especially in virtual workplace settings Provided by publisher

Managing Writers Richard L. Hamilton, 2009-01-15 Managing Writers is a practical guide to managing documentation projects in the real world It is informal but concise using examples from the author's experience working with and managing technical writers It looks beyond big project big team methodologies to the issues faced by smaller less well funded projects Managing Writers is for technical writers both freelancers and employees documentation managers and managers in other disciplines who are responsible for documentation anyone who may need to manage full or part time a documentation project Inside the Book Leading People Leading Projects Leading Technology Glossary Bibliography and Index

The Insider's Guide to Technical Writing Krista Van Laan, 2022-04-04 The first edition of Krista Van Laan's popular The Insider's Guide to Technical Writing has guided a generation of technical writers who are either starting out or seeking to take their skills to

the next level This classic has now been updated for the technical writer of today Today s tech writers truly are technical communicators as they build information to be distributed in many forms Technical communication requires multiple skills including an understanding of technology writing ability and great people skills Wherever you are in your journey as a technical communicator The Insider s Guide to Technical Writing can help you be successful and build a satisfying career

Digital Literacy for Technical Communication Rachel Spilka,2009-12-04 Digital Literacy for Technical Communication helps technical communicators make better sense of technology s impact on their work so they can identify new ways to adapt adjust and evolve fulfilling their own professional potential This collection is comprised of three sections each designed to explore answers to these questions How has technical communication work changed in response to the current digital writing environment What is important foundational knowledge in our field that all technical communicators need to learn How can we revise past theories or develop new ones to better understand how technology has transformed our work Bringing together highly regarded specialists in digital literacy this anthology will serve as an indispensable resource for scholars students and practitioners It illuminates technology s impact on their work and prepares them to respond to the constant changes and challenges in the new digital universe

The Routledge Handbook of Language and Professional Communication Vijay Bhatia,Stephen Bremner,2014-02-24 The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field The four main sections of the Handbook cover Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication

Communicating Project Management Benjamin Lauren,2018-03-22 Communicating Project Management argues that the communication practices of project managers have necessarily become participatory made up of complex strategies and processes solidly grounded in rhetorical concepts The book draws on case studies across organizational contexts and combines individual experiences to investigate how project management relies on communication as teams develop products services and internal processes The case studies also provide examples of how project managers can be understood and studied as writers further arguing project managers must approach communication as designed experience that must be intentionally inclusive Author Benjamin Lauren illustrates to readers how teams work together to manage projects through complex coordinative communication practices and highlights how project managers are constantly learning and evolving by analyzing where they

succeed and fail He concludes that technical and professional communicators have a pivotal role in supporting and facilitating participative approaches to communicating project management *The Business Writer's Companion* Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2010-12-22 An easy access guide to the most common types of business writing and communication The Business Writer's Companion places writing in real world context with hundreds of business writing topics and more than sixty sample documents Always anticipating the needs of today's business writers the sixth edition includes updated information on the technologies that are integral to workplace writing and offers tips about professionalism

BOOK COVER *Handbook of Research on E-Government Readiness for Information and Service Exchange: Utilizing Progressive Information Communication Technologies* Rahman, Hakikur, 2009-07-31 This book assists its readers in formulation of ICT strategies for developing efficient and effective government systems and at the same time acknowledge the importance of e governance for building institutions to achieve transparency and accountability and eventually democratic governance Provided by publisher

New Perspectives on Technical Editing Avon Murphy, Charles Sides, 2017-03-02 New Perspectives on Technical Editing provides readers with a rich picture of a thriving discipline Its 10 chapters are written by various experts in the field each of whom looks at technical editing from a distinct vantage point setting challenging questions and offering authoritative recommendations based on experience and research Contributors examine significant approaches to the practice and teaching of technical editing the recommended research methodologies the not entirely straightforward history of technical editing effective approaches to developing editing courses the politics of editing within today's organizations the definition and on the job work of copyediting the power of electronic editing the complex nature and best practices of science editing and the nuts and bolts of successfully editing technical journals Readers will find insights into background literature trends responsibilities workflow legal issues ethics tricks of the trade unanticipated complications business know how considerations of audience interpersonal relations and strategies for different media that they can apply in their own work and research Each contributor provides substantive chapter references and the book's annotated bibliography describes and evaluates 100 of the most influential and useful editing resources

Technical Communication Michael H. Markel, Mike Markel, 2012-01-04 This volume provides students with accessible and easy to follow strategies for tackling the major types of documents from writing reports to job applications Interactive exercises are included to provide engaging scenarios for writing practice *Collaborative Construction Information Management* Geoffrey Shen, Peter Brandon, Andrew Baldwin, 2009-06-02 Most construction projects are large and costly Collaborative working involves two or more stakeholders sharing their efforts and resources to complete the project more effectively and efficiently Collaborative integrative and multi disciplinary teams can tackle the complex issues involved in creating a viable built environment This tends to be looked at from three interrelated perspectives the technological organizational and social and of these the key issue is to improve productivity and enable innovation through the

empowerment and motivation of people This book provides insights for researchers and practitioners in the building and construction industry as well as graduate students written by an international group of leading scholars and professionals into the potential use development and limitations of current collaborative technologies and practices Material is grouped into the themes of advanced technologies for collaborative working virtual prototyping in design and construction building information modelling managing the collaborative processes and human issues in collaborative working

Information Experience Craig Baehr, 2025-06-01 Information isn't simply read or used rather it creates a holistic experience for users Information Experience provides a usable framework for developing information products and design thinking practices for a wide range of projects including application development content creation instructional materials and user experience design Whether content is created by human machine or artificial intelligence memorable information experiences begin with the user encompassing how user research content development strategies and design tactics fit together in creating engaging information experiences and products The book provides an in depth discussion of the components of information experience including user perception cognition environment design strategic branding and tactical design Collectively these elements provide a foundation for understanding how information products function on a level beyond utility as holistic and immersive experiences for users

Intelligent Content: A Primer Ann Rockley, Charles Cooper, Scott Abel, 2015-09-25 Today everything is marketing All of the content we produce affects the customer experience Therefore all content is marketing and all content producers are marketers Intelligent Content A Primer introduces intelligent content how it works the benefits the objectives the challenges and how to get started Anyone who wants to understand intelligent content will get a clear introduction along with case studies and all the reference information you could ask for to make the case for intelligent content with your management Intelligent Content A Primer is written by three leaders in content strategy and content marketing Ann Rockley is widely recognized as the mother of content strategy Charles Cooper co author with Ann Rockley of Managing Enterprise Content has been involved in creating and testing digital content for more than 20 years And Scott Abel known as The Content Wrangler is an internationally recognized global content strategist Together they have created the definitive introduction to intelligent content

Digital Writing Technologies in Higher Education Otto Kruse, Christian Rapp, Chris M. Anson, Kalliopi Benetos, Elena Cotos, Ann Devitt, Antonette Shibani, 2023-09-14 This open access book serves as a comprehensive guide to digital writing technology featuring contributions from over 20 renowned researchers from various disciplines around the world The book is designed to provide a state of the art synthesis of the developments in digital writing in higher education making it an essential resource for anyone interested in this rapidly evolving field In the first part of the book the authors offer an overview of the impact that digitalization has had on writing covering more than 25 key technological innovations and their implications for writing practices and pedagogical uses Drawing on these chapters the second part of the book explores the theoretical underpinnings of digital writing technology such as writing and learning

writing quality formulation support writing and thinking and writing processes The authors provide insightful analysis on the impact of these developments and offer valuable insights into the future of writing Overall this book provides a cohesive and consistent theoretical view of the new realities of digital writing complementing existing literature on the digitalization of writing It is an essential resource for scholars educators and practitioners interested in the intersection of technology and writing

Technical Communication with 2009 MLA and 2010 APA Updates Mike Markel, 2010-06-15 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format

Academy-Industry Relationships and Partnerships Tracy Bridgeford, Kirk St. Amant, 2017-07-05 In the field of technical communication academics and industry practitioners alike regularly encounter the same question What exactly is it you do Their responses often reveal a fundamental difference of perspective on what the field is and how it operates For example academics might discuss ideas in terms of rhetorical theory while practitioners might explain concepts through more practical approaches involving best business practices And such differences can have important implications for how the field as a whole moves forward over time This collection explores ideas related to forging effective academia industry relationships and partnerships so members of the field can begin a dialogue designed to foster communication and collaboration among academics and industry practitioners in technical communication To address the various factors that can affect such interactions the contributions in this collection represent a broad range of approaches that technical communicators can use to establish effective academy industry partnerships and relationships in relation to an area of central interest to both education The 11 chapters thus present different perspectives on and ideas for achieving this goal In so doing the contributors discuss programmatic concerns workplace contexts outreach programs and research and writing The result is a text that examines different general contexts in which academia industry relationships and partnerships can be established and maintained It also provides readers with a reference for exploring such interactions

Rhetoric and Experience Architecture Liza Potts, Michael J. Salvo, 2017-08-04 Organizations value insights from reflexive iterative processes of designing interactive environments that reflect user experience I really like this definition of experience architecture which requires that we understand ecosystems of activity rather than simply considering single task scenarios Donald Norman The Design of Everyday Things

Technical Communication Mike Markel, Michael H. Markel, 2009-02-03 Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for

technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format Content Strategy in Technical Communication Guiseppe Getto, Jack Labriola, Sheryl Ruszkiewicz, 2019-09-19 Content Strategy in Technical Communication provides a balanced comprehensive overview of the current state of content strategy within the field of technical communication while showcasing groundbreaking work in the field Emerging technologies such as content management systems social media platforms open source information architectures and application programming interfaces provide new opportunities for the creation publication and delivery of content Technical communicators are now sometimes responsible for such diverse roles as content management content auditing and search engine optimization At the same time we are seeing remarkable growth in jobs devoted to these other content centric skills This book provides a roadmap including best practices pedagogies for teaching and implications for research in these areas It covers elements of content strategy as diverse as Editing Content for Global Reuse and Teaching Content Strategy to Graduate Students with Real Clients while giving equal weight to professional best practices and to pedagogy for content strategy This book is an essential resource for professionals students and scholars throughout the field of technical communication

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