

7 Steps for creating a clear & comprehensive process document



How Do I Write On A Document

Heike Hering



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handbook's place in the list of must-haves for working with government contracts. As in the earlier editions, the emphasis is on providing practical, detailed guidance on writing and preparing a description of government requirements, whether a statement of work (SOW), a performance work statement (PWS), or a statement of objectives (SOO). Among the many additions to this sixth edition are updates to reflect the current definition of an SOO, as well as references and guidance regarding the development and application of the SOO. There is a new chapter on why change management is so important on projects, legal precedents supporting change management, and how to identify when a change occurs using the SOW. This new chapter also includes information on the federal government's Standard Form 30 (SF30) to provide perspective on how change orders are used and applied in the federal government. If you are working in government contracting in any capacity, you should have this book on hand.

How to Write Technical Reports Heike Hering, 2018-12-29. The 2nd edition was fundamentally changed and adopted to be displayed not only in book form but also on all kinds of electronic devices. The following sections have been reduced or skipped: Tables, Scheme and diagram, Perspective drawing, Technical drawing and bill of materials, Pictorial rearrangement of text, Copyright and copyright laws, Details about text accentuation, Automatic creation of indexes, tables, lists, labels, and cross references, Creating slides with presentation graphics programs.

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