Documentation release pack



We prepare one approved guide and five support articles in two agreed output formats with a release manifest.

Who it helps

Product owners and technical support teams

The problem to solve

A published guide and supporting articles can fall out of sync when each format is prepared without a shared release record.

Working through the brief

1. **Check the approved guide and articles**

   Gather the agreed inputs. Approved source text or imagery, reader needs and required output formats.

2. **Prepare two agreed formats**

   Track “Publication item” and “Approved format” together so the reviewer can connect the source information to the result.

3. **Compile the release manifest**

   Use the manifest to confirm that the correct versions and formats are ready for the release owner.

4. **Check the scope at handover**

   Product fact approval stays with the client. Translation and third-party licences are separate.

Worked example

A release contains a manual, quick-start sheet and change log. Check their revision identifiers together before handover.

Read the service scope / DOC-030

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