Writing strategies for teams

A.Papan, Ph.D

Establish a document management system

Your team can quickly become overwhelmed when supporting documents are unavailable, outdated, or appear in multiple versions. Document management systems that identify and retrieve relevant support documents and provide version control make updating and locating documents easier. Consider using collaborative editing platforms that allow multiple reviewers to access and edit the same document simultaneously.

Create a Project Checklist and maintain quality control

Integrate robust quality control processes throughout the draft-writing process to reduce review cycle times. Document-specific checklists can help you track progress from launch to completion by spelling out tasks to be completed—plan for version control, which will likely change during the project.

Streamline Decision-Making and Reduce Redundancies

At the start of the project, it is essential to determine the scope of the document, the content requirements, and who will be responsible for making decisions regarding these items. Leaving scope and responsibilities unclear will result in the possibility of errors and duplication of efforts.

Develop and Use Templates

Establish templates for your documents, customize them in standard language whenever possible, keep them updated, and ensure you use them regularly. Include pre-specified styles in order to accelerate and standardize the formatting process. Use a template with predefined styles, with someone handling the final formatting after the content is added.