

Documentation and Information



Documentation

***DOCUMENTATION IS A TERM USED
IN SEVERAL DIFFERENT WAYS.
GENERALLY, DOCUMENTATION (TO
DOCUMENT) REFERS TO THE
PROCESS OF PROVIDING EVIDENCE.***

An information professional is an individual who preserves, organizes, and disseminates information. Information professionals are skilled in the organization and retrieval of recorder knowledge.



The term information professional is broad, the skills required for this profession are also varied



An information professional is someone who records, organises, preserves, retrieves, and disseminates printed or digital information



An "information professional" will not be one type of role or skill set but will in fact have a number of specializations. Information professional can possess a variety of different skills, depending on the sector in which the person is employed.

Documentation is a term with many meanings, the most common of which are:

1. The process of providing evidence;
2. A synonym for the term document;
3. A set of documents provided on paper, or online, or on digital or analog media, such as audio tape or CDs.



The most common meanings are:

1. the process of documenting knowledge
2. the writing of software documentation
3. a synonym for the term document
4. a synonym for the term bibliography



Documents - this is important information

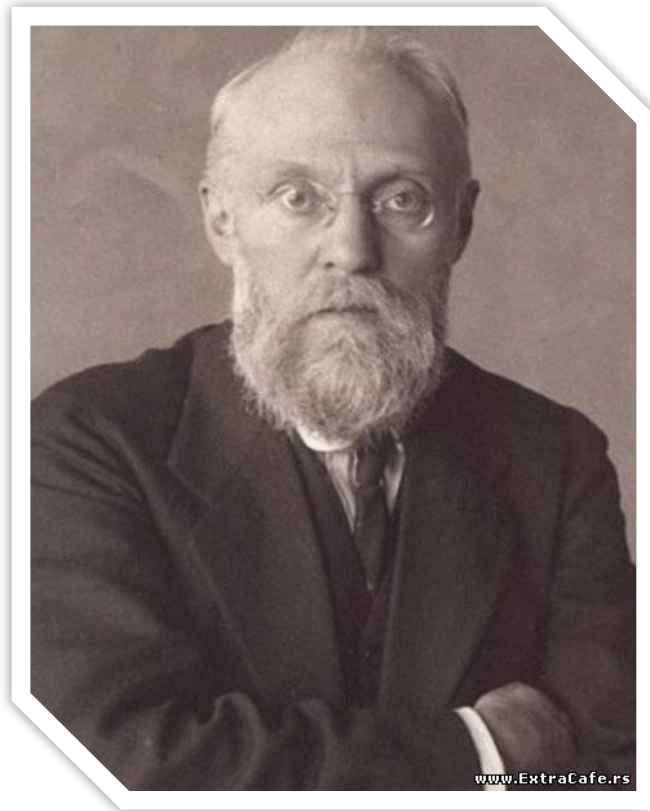


Places of graduates:

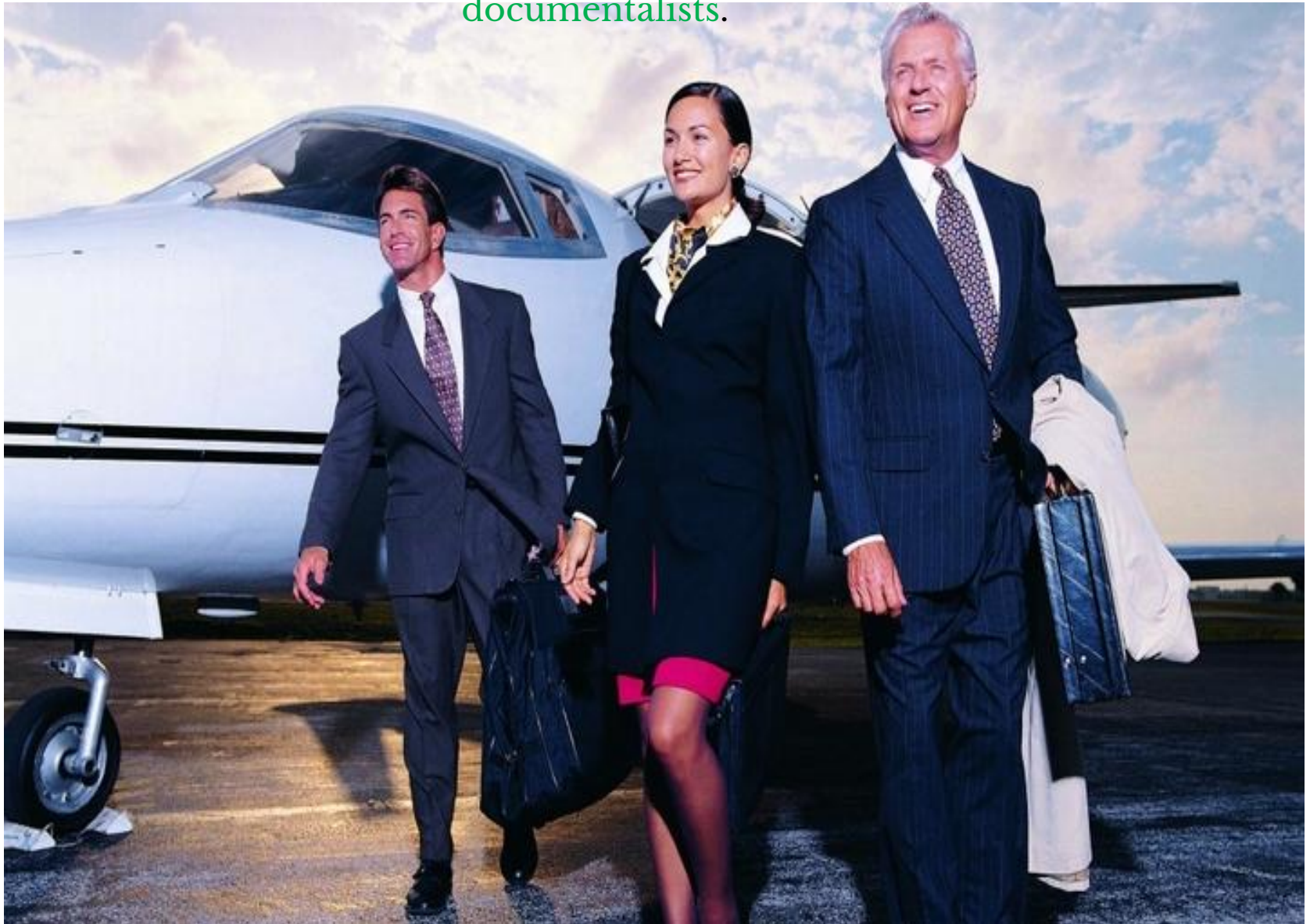
- state and local authorities;
- information centers; employment centers; library
- departments / service record keeping, documentation for management, secretariat, office.



*a field of study and a profession founded by Paul Otlet (1868-1944)
and Henri La Fontaine (1854-1943)*



Professionals educated in this field are termed documentalists.



Some essential cross-sector skills are:

- IT skills, such as word-processing and spreadsheets.*
- Customer service.*
- language proficiency.*
- Soft skills. These include skills such as negotiating, conflict resolution.*
- Management training.*
- Moreover, an information professional should be skilled in planning and using relevant systems.*

Documentation in computer science.

- 1. Request for Proposal (RFP)**
- 2. Requirements/ Statement of work/ Scope of Work (SOW)**
- 3. Software Design and Functional Specification**
- 4. System Design and Functional Specifications**
- 5. Change Management, Error and Enhancement Tracking**

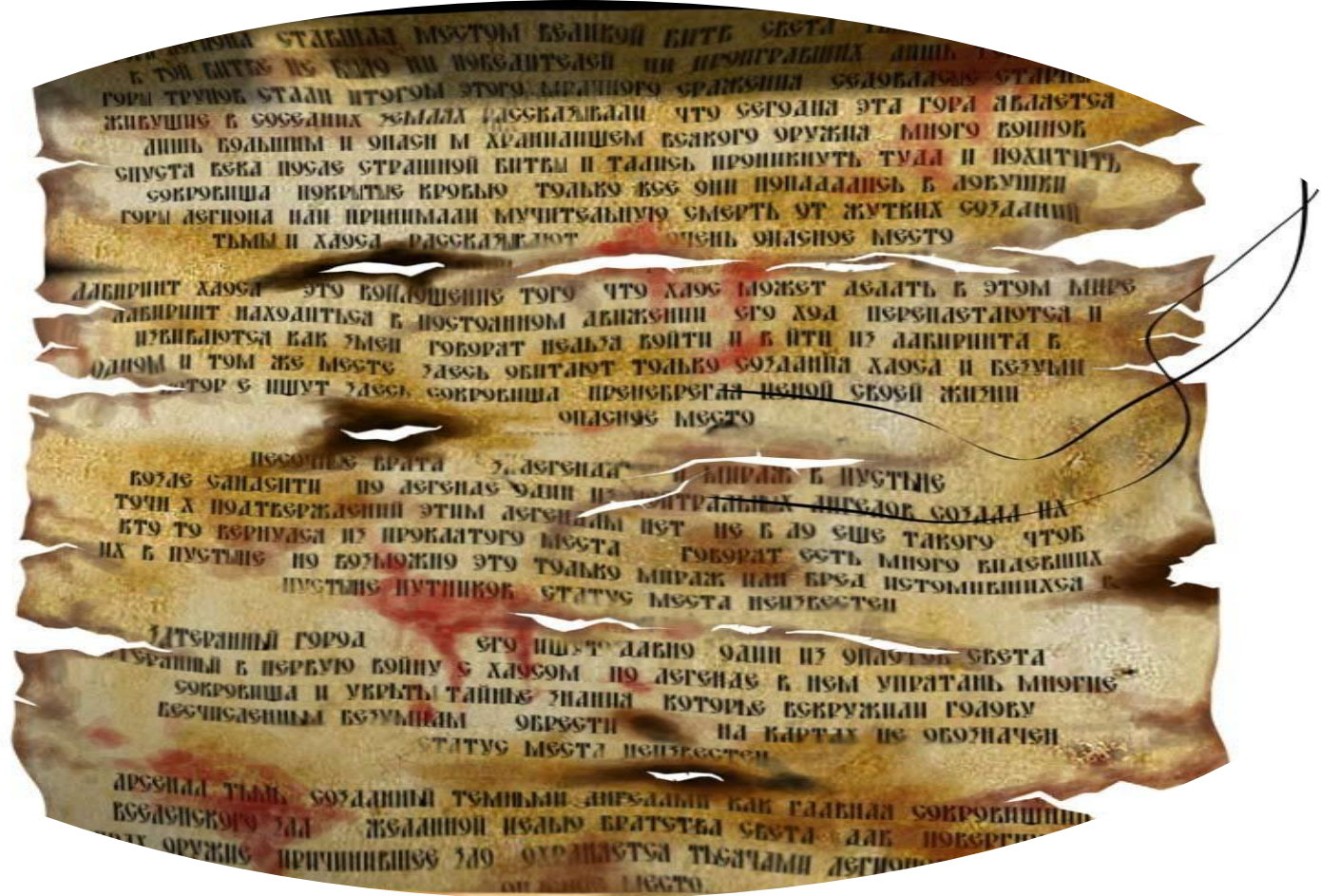


Documentation is a set of documents provided on paper, or online, or on digital or analog media, such as audio tape



*Documentation is distributed via
websites*





*Documents are sometimes classified as secret,
private or public. They may also be described as a
draft or proof. When a document is copied, the
source is referred to as the original.*