# Project documentation checklist



Hey! Thank you for downloading! If you plan to write documentation for your software application, we hope that the information below will be useful for you. This is a project documentation checklist which will help you write clear documentation for your project.

Let's start. To compose good documentation for users, you should do the following:

## Target audience defining



Who are you writing for? Generally, documentation is written for two groups: users and developers.
Users are the persons who just want to use your code and they don't care about how it works.
Developers are the people who are interested in the process of code writing and its structure. They also may want to contribute back to your code.
Define a group and write documentation for this audience, pay attention to these aspects:

- Who is the target audience for this documentation?
- What kind of person?
- Which department? Or is it a customer? Or future support teams?

## What? Where?

**What?** - You should know how the target audience will use this documentation. Will it be the directory? Will it be the guide?

**Where?** - You should decide where your documentation will be saved.

It's useful to keep available documentation in an accessible and constantly updated repository. Using Word documents and similar formats can lead to loss or obsolescence of information. The documentation should be accessible to its target audience throughout the project and with its subsequent support.



## Explain your project's purpose

You should show your readers what problem your project solves. It can help contributors use your code to create something new, and maybe better.

## A link to your code & issue tracker

Do it, and people who will browse your code may find bugs and contribute back to the project.

## Installation instructions

After people decide that they want to use your code, they need to know how to get it and make it run. So, make your instruction easy to read and understand.

## Your project's license

A software license tells users what they can do with your source code, and what they can't. If you don't license your code, it will mean that nobody can use your code (reproduce, distribute, or create derivative works from your work). So, we advise licensing your code.

## How to connect with you

Write some information about you and links of your social media, e-mail address. It will help your readers to quick mention you and ask a question about your project.



## Project documentation checklist:

- Define a target audience
- Define a documentation specifics
- Reveal the purpose of the project
- Define the documentation keeping place
- Place a link to your code and issue tracker
- Write easy-to-understand installation instruction
- Choose the project license
- Write information about yourself