

## **GIS PUBLICATIONS TEAM SERVICES**

The goal of the GIS Publications Team is to provide application and process documentation that is accurate, up to date, and accessible to all Mobil employees and contractors. We offer the services outlined in this brochure to help you and your project team determine the best approach and delivery methods for your documentation.

### **Program Vision**


To become the center of excellence for the development, implementation, and maintenance of documentation standards and strategies

**Beth Bailey**





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**Arrange for technical writers to create end-user, system, and other technical documentation.**

-  Collect information from you regarding the scope of your project and provide you with a technical writer(s) with the necessary skill set to best meet your needs.
-  Relieve you and your staff of technical writing and documentation functions so you can focus on managing your core business.
-  Monitor the progress of the publications as technical writers work with your project teams.
-  Align ourselves with publication partners who compliment the GIS Publications Team services to provide an efficient network of writers capable of meeting your communication objectives.

**Provide advice regarding documentation upgrades, conversion or creation.**

-  Evaluate the usability of your paper and online documentation as it relates to your users, the tasks they need to perform, and their motivation for accessing the information.
-  Consult with you regarding documentation delivery. Determine whether paper, online or both medias are necessary.
-  Evaluate documentation content, format, and organization. Make recommendations and changes if necessary.
-  Provide documentation project review and editorial services to members of the Publications Team who are a part of your project.

## Develop training strategies and materials to accompany your application project.

-  Determine best training strategies and methodologies including, but not limited to, Computer Based Training, Stand-up Training, and Quick Reference Cards.
-  Analyze effectiveness of existing training programs.
-  Consult with you regarding training communication and delivery.
-  Assist with storyboard presentation and interpretation. Provide storyboard review and editorial services.

## Provide the skills to meet your specific documentation needs.

System documentation

- User manuals

Communication materials

- Online documentation
- Online help
- Operation manuals

Computer based training

Training instructor guides

Training student guides

- Procedure guides
- Policy manuals

Quick reference cards

## Provide document and management guides to assist your team members through the documentation process.



*Managing Your Publications*



*Documentation Style Guide for Printed Material*



*Online Documentation Style Guide*

Referenced in Systems KnowHow and available in the GIS Publications Team's Lotus Notes database on the DALLND1.DAL.MOBIL.COM/A/ Mobil-Notes server.

If you would like more information on our services, please let us know.

We welcome the opportunity to present our program to your group.