



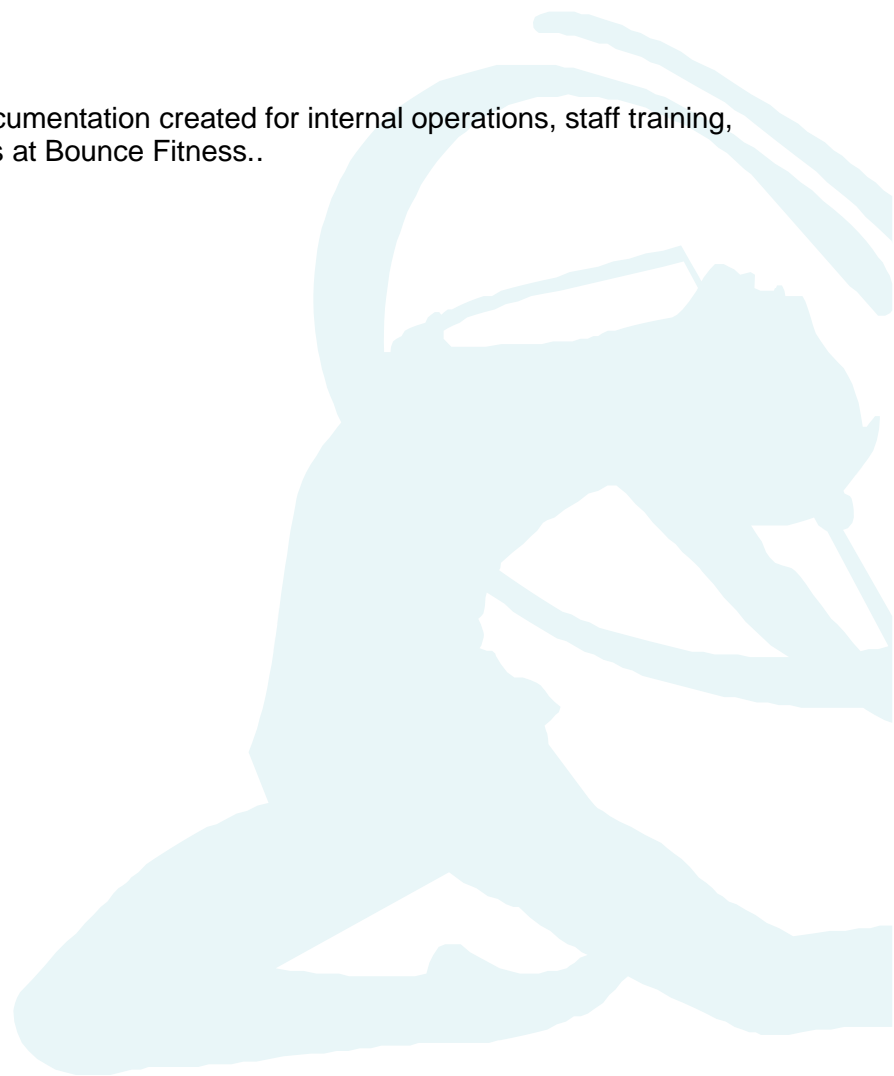
Bounce Fitness Technical Documentation Creation Procedures

Objective

This document outlines the procedures for creating and publishing technical documentation at Bounce Fitness. The goal is to ensure all technical documents are accurate, professional, and consistent with our organizational standards.

Scope

These procedures apply to all technical documentation created for internal operations, staff training, member guides, and maintenance manuals at Bounce Fitness..



Section 1: Template Creation

Develop the Template:

- Create the initial template for the technical document based on the Bounce Fitness Style Guide, which includes specific formatting guidelines for branding, typography, and layout.
- Ensure the template adheres to Industry Standards for Technical Documentation at Bounce Fitness, incorporating best practices for clarity, accessibility, and user-centered design.
- Refer to the Standard Operating Procedures (SOP) Manual to include necessary operational details and guidelines relevant to the document's purpose.

Section 2: Approval and Scope Confirmation

Meet with Leadership:

- Schedule a meeting with the CEO or relevant manager to discuss and confirm the details and scope of the technical document. This step is crucial to align the document's objectives with organisational goals and leadership expectations.
- Obtain preliminary approval on the proposed content and structure outlined in the template to proceed with document development.

Section 3: Document Drafting

Content Development:

- Using the approved template, begin writing the technical document. Ensure that all information is accurate, clearly articulated, and structured according to the confirmed scope.
- Incorporate all relevant data, diagrams, and procedural information as dictated by the SOP Manual and operational needs.

Section 4: Administrative Review

Initial Feedback:

- Send the draft document to the administrative team for review. This team will check the document for compliance with the SOP, overall coherence, and integration of all required elements as per the Style Guide.
- Collect comprehensive feedback on any areas that need refinement or clarification.

Section 5. Feedback Implementation:

Revisions Based on Feedback:

- Analyse the feedback received from the administrative team and implement necessary changes to the document. This may involve revising sections for clarity, updating technical details, or enhancing the document's layout and accessibility.
- Prepare a revised draft incorporating all changes for final review.

Section 6. Final Approval:

Leadership Sign-off:

- Present the revised document to the CEO or the manager who provided the initial scope confirmation. This presentation should highlight how feedback was integrated and demonstrate the document's readiness for publication.
- Obtain final approval to publish the document, ensuring it meets all organizational and operational standards.

Section 7. Publication and Distribution:

Finalising and Distributing the Document:

- Format the final approved document according to the **Policy and Procedures for Publication and Distribution at Bounce Fitness**.
- Ensure the document is named correctly as per the policy, for example, "[Name of Document]_For Publication".
- Distribute the document through the appropriate channels, whether internally on the company's network or externally on the Bounce Fitness website, depending on the document's intended audience.

Document Management and Control:

- Maintain records of all versions and revisions.
- Archive feedback and approval records as part of the document's history for auditing and compliance purposes.

Review Cycle:

- Schedule annual reviews for each document to ensure content remains current and relevant. More frequent reviews should be conducted if significant changes occur in related SOPs or operational practices.

This structured procedure ensures that all technical documents produced by Bounce Fitness are developed systematically, reviewed rigorously, and published efficiently while maintaining high standards of quality and accuracy.