


COLLABORATIVE WRITING

FOUR DOCUMENTATION STRATEGIES



CO-AUTHORSHIP PROJECTS

- ❖ Technical Documentation
 - ❖ Research Projects
 - ❖ Proposals
 - ❖ Report Writing
 - ❖ Copywriting
 - ❖ Policy writing
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CO-AUTHORSHIP CHALLENGES

Group work difficulties stem from differences in:


- ❖ Personalities
 - ❖ Expectations
 - ❖ Priorities
 - ❖ Abilities
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CO-AUTHORSHIP SOLUTIONS

Use a...



GENERAL STRATEGIES

- ❖ Set Goals and Milestones
 - ❖ Create a Plan
 - ❖ Clarify Group Roles
 - ❖ Agree to Standards of Conduct
 - ❖ Share Decision Making
 - ❖ Be Transparent
 - ❖ Incorporate Personal Growth Opportunities
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DOCUMENTATION STRATEGIES FOR COLLABORATION

Minutes and Agendas

- ❖ Embed rules of order
- ❖ Offer transparency and continuity
- ❖ Conceptualize topics constructively
- ❖ Build a safe environment

<u>Agenda Item</u>	<u>Notes</u>	<u>Actions</u>
Introductions/Updates		
Review Previous Minutes		
Discussion Topics		
Action Items		
Adjourn		

DOCUMENTATION STRATEGIES FOR COLLABORATION

Timeline (Documentation Plan)

- ❖ Build goals together
- ❖ See the 'big picture'
- ❖ Focus on deliverables and accountability
- ❖ Revisit the plan and adjust

Date	Day 1	Day 10	Day 30
Deliverables			
Outcomes			
Responsibilities			

DOCUMENTATION STRATEGIES FOR COLLABORATION

Group Collaboration Policy

- ❖ Negotiate when necessary
- ❖ Formalize agreements
- ❖ Follow existing standards (style guides, Robert's Rules)


Roles	Responsibilities
Writing	Follow the style guidelines. Delivery work on time. Use the agreed upon terminology.
Group Meetings	Follow the rules of order. Submit agenda additions before the meeting. Remain silent when others have the right to speak.
Editing/Giving Feedback	Use respectful language when giving notes. Return/complete edited work on time.
Signatures	Person 1 – Person 2 – Person 3 –

SUMMARY

Try documentation strategies in co-authorship projects.

- ❖ Keep a **Contact List**
- ❖ Send **Agendas** and **Minutes**
- ❖ Make a **Timeline**
- ❖ Negotiate a **Group Collaboration Policy**

Groups that use the above strategies
have already achieved co-authorship.



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