



Passing the Torch

Without Dropping The Ball

Lessons In Documentation

Abstractions II

22 August 2019



Hint!

It's not just a question of
clocking out and handing
over the keys.

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@rainleander

Passing The Torch

What are we talking about?
Why is this relevant?
How is this possible?



Photo Credit: Don Voaklander, Flickr

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What Are We Talking About?

A large, bold, white sans-serif font spelling 'RDO' is centered within a solid dark red rectangular background. The letters are thick and have a modern, clean design.

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Why Is This Relevant?

You're content in your job.
You have no plans to move on.
Why should you care about
a transition plan?

What Do You DO?

Being a community manager is just flying to exotic places and drinking beer, right?



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What Do You DO?

Documenting what you do
gives people more respect
for your job.



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What Do You DO?

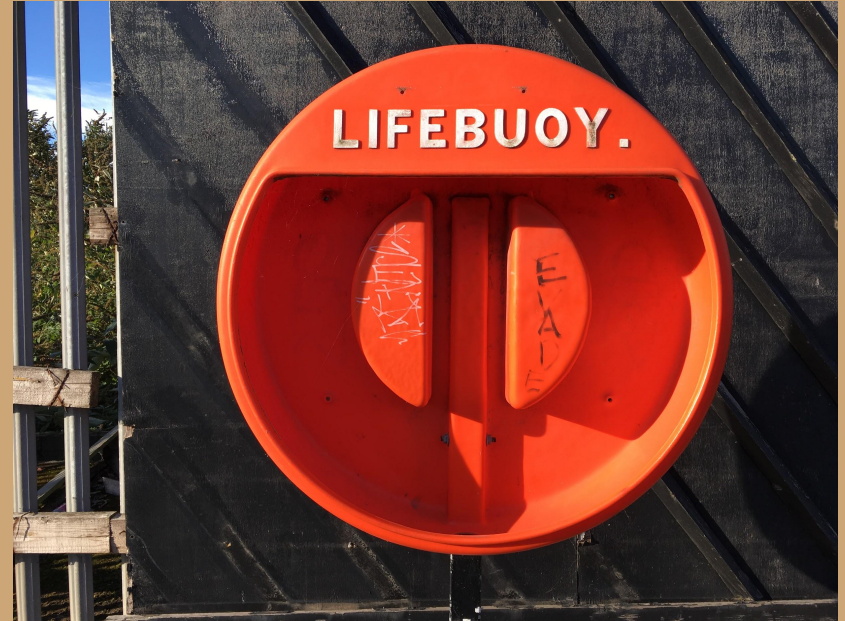
Focus!
Identify!
Clarify!



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Delegate!

Documented Things allow
Other People to Volunteer



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Are You Going To Do That FOREVER?

Someday you'll want to
move on to something else -
a transition plan makes that possible



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The Handover Document

How is this possible?

The Overview

Project Goals
Reading List



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Dramatis Personae

Who are the Stakeholders?
People as well as Projects



Photo Credit: Jen Madriaga, Facebook

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The Regular Tasks

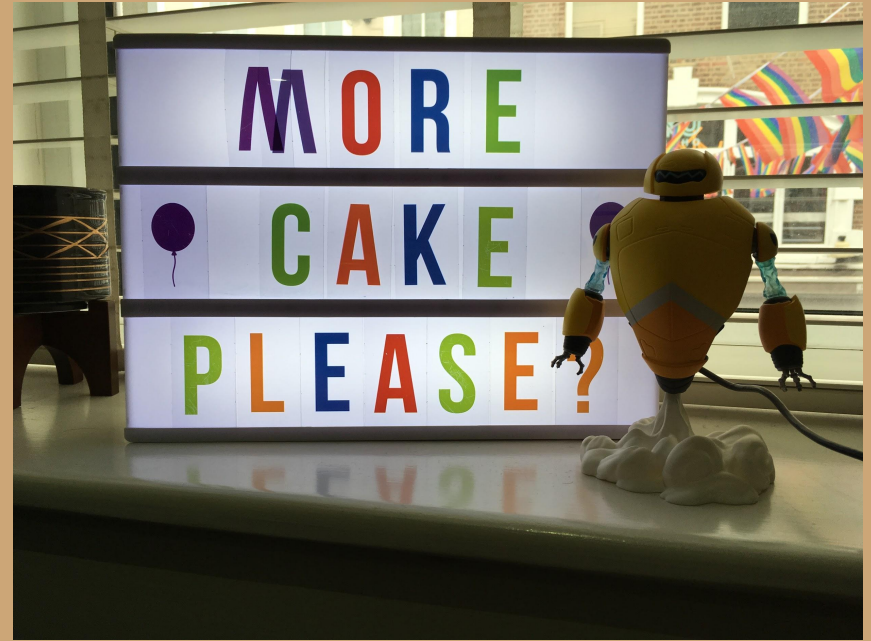
Daily / Weekly / Monthly
All The Meetings
Important Annual Events



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Wish List

That Which Remains Undone



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The Inventory

Budget
Credentials
The Keys To The Castle



Is It Done Yet?

Is it ever done?

eDit eDIt Edit

What's no longer accurate?

What's missing?

What's confusing?

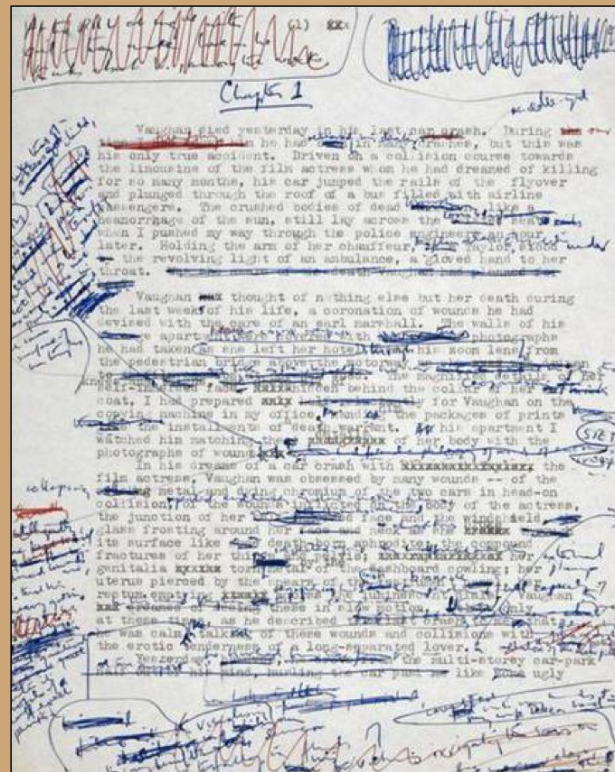


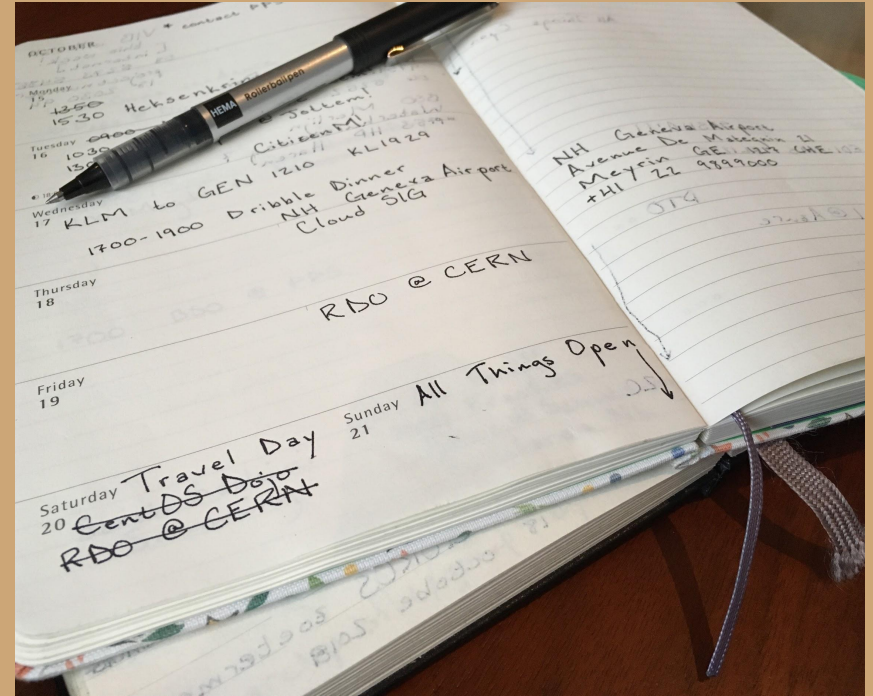
Photo by J.G. Ballard

Prioritize

What's Urgent?

What's Important?

What Can Only YOU Do?



What Works For You?

Don't Be Scared To Make Changes



Photo by Marko Blažević, Unsplash

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What Works For You?


Don't Be Scared To Make Changes

Remember to Listen



Photo by Marko Blažević, Unsplash

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“Alone we can do So Little;
Together we can do So Much.”

Helen Keller



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Passing The Torch

Share Your Stories
Focus ~ Identify ~ Clarify
Write ~ Edit ~ Redact



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Questions?

Or comments. Or snarky tweets!

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非常感谢你 muchas gracias baie dankie شکرا جزيلا çox təşəkkür edirəm
আপনাকে অনেক ধন্যবাদ hvala vam puno dėkuji mnohokrát
hartelijk bedankt 有難うございます маш их баярлалаа dziękuję ci bardzo cảm ơn nhiều
mèsi anpil خیلی ممنون mulțumesc foarte mult תודה רבה liels paldies

Thank You!! !

මිතු ජාලා ජ්‍යෙෂ්ඨතා ташаккури зиёд Zikomo kwambiri شكرا جزيلا
çox təşəkkür edirəm আপনাকে অনেক ধন্যবাদ mnohokrát tack så mycket

asante sana маш их баярлалаа dziękuję ci bardzo א גרויסן יישר כח

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