



Figure: *Regular reviews of document status are important*

Introduction

Evergreen documentation, also known as living documents, does more than give tech writers the ability to update and fix problems in our content post-publication.

It also creates an environment in which these documents and communications assets must be maintained.

Summary

To maintain evergreen technical documentation, focus on proactive updates, clear communication, and version control.

- Regularly review, update and refresh documentation based on user feedback and product changes.
- Establish a process for collaborative editing and utilize style guides to ensure consistency.
- Consider automating documentation updates using tools and leveraging evergreen IT principles for ongoing maintenance

Evergreen docs elaboration

Proactive Updates:

- ☐ Define **who is responsible** to track and edit writing, reviewing and updating specific documents.
- ☐ Define quarterly, annual update formal doc **review cycles for specific documents**.
- ☐ Regularly **review documentation change needs** for CI:CD (from feedback loop or interim updates).

Version Control:

- ☐ Implement version control systems (like Git) to **track changes**, revert to previous versions and **manage different versions** of documentation.

Collaborative Editing:

- ☐ Foster a collaborative environment where **multiple contributors** can work on and update documentation simultaneously.

Style Guides:

- ☐ Establish style guides to maintain **consistency**.
- ☐ Enforce style guides to maintain consistency in language, formatting and terminology throughout the documentation.

Automated Tools:

- ☐ Find tools that automate documentation generation, **updates** and even translations to **streamline the maintenance process**.
- ☐ Evergreen doc **principles**: CI:CD, regular reviews and iterative updates to your documentation process.
- ☐ **User Feedback** Loop: Establish a tech document to:
 - ☐ solicit user input
 - ☐ address updates
 - ☐ clarify ambiguities

Conclusion

Thoughtful processes and clever tools can help to keep your documentation design and content easier to maintain. But all the canonical studies show the key ingredient is an evergreen project manager to shepherd the evergreen process through each cycle to completion.

Expert sources

- [8 Organizational Considerations For Successful Evergreen IT Management](#)
- <https://www.linkedin.com/pulse/understanding-evergreen-documents>
- <https://www.itsdart.com/blog/how-should-documentation-be-maintained>
- <https://www.linkedin.com/advice/1/how-can-you-keep-technical-documents-up-to-date-with-what-else-to-consider>