

## Technical Writing Services

Alphanumeric provides a high quality, scalable Technical Writing Service that is tailored to the needs of our global customers. We provide professional, technical, and advisory services for documenting processes, procedures, and responsibilities. We help customers meet their regulatory requirements by accelerating review and approval processes, facilitating sharing of information, achieving quality policies and objectives.

We employ a team of Business Analysts, Technical Authors, and Documentation Specialists trained to design, create, and track ITMS, Smart Controls, Veeva Quality Doc and IQMS documentation.

### – Our Services Include – ITMS Documentation Requirements



#### Project Planning

- Business Requirements
- Service Design Package
- Configuration Requirements
- Design Specification
- Validations
- System Requirements User
- Requirements Technical
- Technical Installation Plan
- Test Plan & Test Cases
- System Access Plan
- Service Build Plan
- Document Management
- Planning
- Quality Plan



#### Project Reporting

- Service Build and Transition Report
- Decommissioning Plan
- Decommissioning Report
- Data Migration Plan
- Data Migration Report
- Third Party Audit Report
- Quality Report
- Test Report
- Installation Report
- System Release Notification



#### User & Technical Documentation

- Change Control
- Smart Controls
- GxP
- SOP
- GSOP
- Operations Manuals
- Technical Manuals
- End User Manuals

