项目协作说明

COLLABORATION BRIEF · V1.0

帮助中心内容更新项目 / Help center content refresh

01 目标 / Objective

在两周内完成帮助文档的结构整理、内容校对与上线检查。

Complete the structure, copy review and release checks for the help documentation within two weeks.

02 交付 / Deliverables

交付可编辑的源文稿、PDF 阅读版及更新记录。所有文件使用相同的版本号。

Deliver editable source documents, a PDF reading copy and a change log. Use the same version number across files.

03 审阅 / Review

审阅时先核对内容完整性，再检查标题、表格、链接与分页。

Check completeness first, then inspect headings, tables, links and page breaks.

04 确认 / Sign-off

发布前确认负责人已核对最终文件，并记录下一次复查日期。

Before release, confirm that the owner has checked the final files and recorded the next review date.

项目节奏 / Milestones

阶段 / Phase	交付 / Output	时间 / Timing
Draft	结构初稿 / Outline	Week 1
Review	内容确认 / Sign-off	Week 2
Release	源稿与 PDF / Source + PDF	Day 10