



snapLogic[®]

Project

Documentation

Audit

Checklist

**Is Your Project Documentation
Costing Your Team Time and Money?**

Use this checklist to evaluate your SnapLogic project documentation practices. For every "No," there's an opportunity to save time, reduce costs, and streamline your workflow with automation.

Project Documentation Accuracy and Updates



Are your project documentation records up-to-date?

- Do they reflect the most recent pipeline changes?
- Are they updated immediately after deployments?



Does your project documentation capture all critical pipeline details?

- Including data flows, mappings, and transformation logic?



Do you use automation to keep project documentation current?

- Are manual updates slowing your team down?

Compliance and Audit Readiness



Does your project documentation meet compliance standards?

- Are you confident it will pass an audit without extra work?



Do you have an audit trail for pipeline changes?

- Can you see who made changes, when, and why?



Are potential compliance risks flagged in your project documentation?

- Does your system provide built-in checks for non-compliance?

Collaboration and Accessibility



Is your project documentation centralized in one location?

- Platforms like Confluence, SharePoint, or other accessible tools?



Is your project documentation standardized across teams?

- Are templates or consistent formats being used?



Can stakeholders easily search and find the information they need?

- Or is time wasted looking for scattered records?

Onboarding and Efficiency

10



Does your project documentation make onboarding new hires easier?

- Can they quickly understand pipelines without constant support?

11



Are dependency diagrams included for pipeline clarity?

- Can developers quickly see how components interact?

12



Does project documentation reduce debugging time?

- Or are teams spending hours piecing together pipeline logic?

Automation and Code Review

13

Do you use automation to reduce manual project documentation efforts?

- How much time are developers spending on non-development tasks?

14

Do you have an AI-powered code review process?

- Are vulnerabilities, inefficiencies, and errors flagged automatically?

15

Are your pipelines optimized for performance and security?

- Do you regularly review metrics like compliance, performance, and scalability?

How Did You Do?

12-15 Yes

Congratulations! Your documentation process is efficient and likely saving your team time and money. **Pete** can enhance it further with automation and compliance tools.

8-11 Yes

Your process is solid, but there's room for improvement. Consider automating updates and code reviews with **Pete** to boost efficiency.

0-7 Yes

Your documentation process may be costing your team significant time and money. It's time to take control with **Pete's** automated solutions.



What's Next?



If your score revealed gaps in your documentation, it's time to act.

With **Pete**, you can:

- Automate documentation updates in real time.
- Ensure compliance with AI-driven tools.
- Generate dependency diagrams and searchable records effortlessly.

▶ **Try Pete** now and see the difference automation makes! ▶

If Pete doesn't reduce your project delivery times by at least **30%** in the first **90 days**, we'll work for **free** until it does.

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