Documenting Systems

Use this comparison table to decide which approach (or combination of approaches) is the best fit for documenting your systems.

Feature	Memorization	Checklist	Flowchart	PM Software
Easy to access?	Very easy	Moderate	Moderate	Easy
Easy to implement?	Very easy	Easy	Moderate	Difficult
Good for simple systems?	Yes	Yes	No	Yes
Good for complex systems	No	No	Yes	Yes
Good for team systems?	No	Depends	Yes	Yes
Easy to track / audit?	Difficult	Moderate	Moderate	Easy
Easy to change / adjust?	Very easy	Easy	Difficult	Depends
Accuracy	Low	Moderate	High	Very high
Authority	Low	Moderate	Moderate	High
Handles multiple goals?	No	No	Yes	Yes
Integrates with other tools	No	No	No	Yes