**Document analysis**

Document analysis is a sort of **qualitative** research in which materials are evaluated by the researcher/assessor to give voice and meaning around an assessment topic. Examples include: Documents created by governments, universities, and personal documents such as date-books, messages, scrapbooks, online journals, Facebook posts.

**The benefits of this method:**

Document analysis helps you to triangulate the claims about your project because it allows you to refer to multiple sources and to combine this document review with, for example, interviews.

**Advantages of this method:**

1: The effort required to prepare the analysis is much less than for field observation, interviews or the requirements workshop.

2: the analysis of the data does not disturb the operational sequence.

3: The analysis of the data can be interrupted and continued at any time.

**The drawbacks of this method:**

1: documents are not created with data research agendas and therefore require some investigative skills

2: A document will not perfectly provide all of the necessary information required to answer your research questions..