**Project Documentation**

The following pages lay out the guidelines for writing your term project. These guidelines will be updated in future memos, if necessary. It is recommended that you set up and format your project binders as soon as possible, as this will help to facilitate managing the volume of documentation associated with this project.

(wiki, 2019)

**Overview of Content**

You will be required to turn in both a paper copy and an electronic copy of your project binder.

The project binder should include the following items, in the order listed:

Title Pages

Table of Contents

Seven main sections:

1. Project Management Plan

2. Requirements Specification

3. Analysis

4. Design

5. Implementation

6. Test Documentation

Appendices, including:

A. Glossary

B. Source Code

C. Version Index

D. References

E. Progress reports

F. Time logs

Each of these items will be dealt with in more detail below. The following pages illustrate the way that your pages should look when properly formatted with headers and footers, and can be used as a template.

**Basic format guidelines**

∙ Times New Roman 12-point font

∙ 1-inch margins (top, bottom, left and right)

∙ Do not justify text; use left alignment except for the cover sheet

∙ Single-spaced text *(Please note: this is a change from writing assignment formats, due to the size of this project.)*

∙ Clearly label in **bold** any tables, graphs or charts used. *Example:* **Table 3a**

∙ Section headings in **bold** on separate lines from the text body

∙ Each page (except the title page) includes a page header. The header should show: project

leader’s last name, et al. (meaning “and the others”). *Example:* Jamison, et al.

∙ Each page also includes a footer. The left footer shows the version and date revised and the

right footer shows the section #, subsection #, and page number. (Guidelines for versions and

page numbers are given later in this document.)

∙ The first time an acronym is introduced in the text, it should be spelled out in its entirety.

**Guidelines for Versions**

You will be required to track the progress of your project through all its revisions. To do this, you need to keep a record of each document as it is created and revised. Each revision of a document is a *version.* Every **main** section of your project will be a separate document and will have its own version number. It is recommended that you keep current versions (numbered and dated!) in your project binder and remove them to a separate folder as revisions progress. This way, you will be able to reconcile your hard and soft copies, and also easily create a version index at the end of the project.

When a document is first written, it is said to be *created* on that date, and its version number is

0.0. If the document undergoes a **major revision** it is said to be *revised* on that date and its

**version number increases by 1**. If the document undergoes a **minor revision** it is also said to

be *revised* on that date and its **version number increases by .1**.

***Major Revision (Version # increases by 1):*** any revision of a document that adds to, subtracts

from, or alters the content or meaning of the document. *Example:* The original timeline for phase

2 of the project is determined to be impossible to meet; therefore, the timeline is altered.

***Minor Revision (Version # increases by .1):*** any revision of a document that changes its form without altering the content or meaning. Minor revisions include grammar and spelling corrections and reorganizations.

When you turn in your project binder at the end of the term, you will only submit the final version

of each document (each main section). However, **in the project appendices you will also need**

**to include an index showing all versions and their revision dates (Appendix C)**.

**Guidelines for Page Numbers**

The page numbering scheme for the project is also based on sections and subsections. Each

subsection will be individually page-numbered. Each page number will consist of three parts: the

main section, the subsection, and the page. *Example:* In the Project Management section (the

first main section of the project) the project scope and objectives section (second subsection) is

two pages long. Its page numbers are 1.2.1 and 1.2.2.

To number pages in the appendices, substitute the appendix letter for the main section number

(appendices should not require subsections.) *Example:* if Appendix A (the Glossary) has three

pages, they should be numbered A.1, A.2, and A.3. To number the Title Pages and Table of

Contents page(s) simply use lower-case roman numerals (the Title Pages should be numbered: i,

ii; the Table of Contents: iii, iv, etc.)

**Title Pages**

The first title page is similar to the cover sheet used on other reports and papers written for this

class. It should include:

Your Project Title (underlined)

Term Project

CSC 4506/ITEC3506

Prof. S. Xu

**Names, student #s, and emails** of Project Team Members

**Names and emails** of Partner Team

Date Submitted

The second title page is the same as the first, but should only include first names of team members and should remove student #s and emails.

The title pages should be single-spaced and center-aligned. The text should be centered on the

page. List the project team leader’s name first, followed by the other team members’ names on

separate lines. The title page should include a page footer with the page number i, but should not

include a page header.

Example: Soju on-line bookstore

Term Project

CSC 4506/ITEC3596

Prof. S. Xu

***Project Team Name Partner Team Name***

**Name, ID, email Name, ID, email**

**Name, ID, email Name, ID, email**

July 28, 2005

**Table of Contents**

The format for the Table of Contents can be copied from the following example:

**Table of Contents**

Title Pages....................................................................................................................… i, ii

Table of Contents........................................................................................................…. iii, iv

Project Management Plan...........................................................................................….

Overview.………………………………………………………………………. 1.1.1-x

Scope and Objectives.………………………………………………………….. 1.2.1-x

Assignment of Roles and Responsibilities.....................................................….. 1.3.1

Project Schedule………………………………………………………………… 1.4.1

Requirements Specifications………………………………………………………………. 2.1-x.x

Analysis…………………………………………………………………………………. 3.1-x.x

Design…………………………………………………………………………………… 4.1-x.x

Implementation………………………………………………………………………….. 5.1-x.x

Test Documentation……………………………………………………………………… 6.1-x.x

Appendices……………………………………………………………………………….

Glossary………………………………………………………………………….. A.x

Source Code……………………………………………………………………… B.x

Version Index……………………………………………………………………. C.x

References……………………………………………………………………….. D.x

Progress reports………………………………………………………………….. E.x

Time logs………………………………………………………………………… F.x

Notification of any changes to this outline will be communicated via a memo posted to the class

web page.

**Project Management Plan (document D1)**

The management plan defines the purpose of the project and its organization. It should include a subsection for each of the listed topics and others as necessary.

∙ Overview the project (general explanation)

∙ Project scope and objectives (specifics--What is the project team responsible for producing? By what time?)

∙ Assignment of Roles and Responsibilities (identification of project Team Leader; identification

of Team Members’ roles, such as Programmer, Tester, etc.; definition of responsibilities for each role. Each team member may have more than one role, and each role may be assigned to

more than one team member (For example, there can be several Programmers on a team, one

of whom is also the Team Leader, another the Documentation Specialist, and the third a Tester.))

∙ Project Schedule--Each phase of project development will be given a timeline. The timelines

will include work activities and milestones, as well as set dates for the completion of those milestones.

**Requirements Specifications (document D2)**

This section will consist of a requirements document outlining the system services to be delivered

and will be provided by the instructor (This will be the first subsection of this main section document.)

**Analysis (document D2)**

This section will document your analysis model. It should include (but is not limited to) material covering items listed below:

∙ An introduction that includes a description of the problem

∙ Use case diagrams

∙ Use case description

**Design (document D3 and D4)**

This section will document your design model. It should include:

∙ Architecture design and interface design

∙ A specification view of the Class Diagrams that shows the most important services provided

∙ Class descriptions (one for each Class) that provide an explanation of the class diagram

∙ Data Members for each Class (Describe what information they contain.)

∙ Member Functions for each Class; i.e., a logical description of what the functions do

∙ Collaboration and sequence diagrams

**Implementation (document D5)**

This section will document your implementation model. It should include:

∙ Coding standards employed by your team

∙ Execution instructions and machine/system configuration used

∙ Notice of code changed/added from the previous product, with reference to which requirement(s) is being met

**Test Documentation (document D6, optional)**

This section will document the testing procedures used and their results. It will include test plans, test cases, and a log of the results. Test plans and test cases should illustrate that requirements have been met and that the design will work. Logs should show supplied inputs, expected outputs, and how actual outputs are compared with the expected outputs, in order to determine whether a test passes or fails.

**Appendix A: Glossary**

All terms used in the body of your text that could be ambiguous or unclear to the reader should be

defined here (For example, you should define terms such as “failure” and “verification.”)

Acronyms should also be listed with their definitions.

**Appendix B: Source Code**

You will be required to attach a complete copy of your source code. The code document should follow its own requirement.

**Appendix C: Version Index**

As explained under the guidelines for versions, this is a list of all version numbers and revision dates for each main section.

**Appendix D: References**

Include a bibliography of resources consulted and/or cited in completion of this project. **Don’t forget to reference any graphics from online sources.** Use the citation format provided in theclass guideline for writing assignments. Recommended bibliography format is given by the

Institute of Electrical and Electronics Engineers (IEEE), available in all IEEE journals and online at http://computer.org/author/style/cs-style.htm under the link for “references.”

**Appendix E: Progress reports**

**Appendix F: Time logs**