

# Documentation SOP

## Project: LIBERTY

**Task:** Describe the procedure to follow while documenting

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## 2.0 Standard Procedure

### 2.1 Creating a new document

To create a new document go to the Google drive “DPM” folder and inside the “Documentation” folder make a copy of the google doc file named [“Template”](#) by right clicking the item or going into File → “Make a copy...”.

This new document should be renamed following the format **XXX - YYY** where the X’s is the document’s type and the Y’s are the first letters of the task (if applicable).

The main information (such as date, author, task) on the cover page of the document should be filled.

Note in regards to creating a testing document, refer to the *Testing Standard Operation* document.

### 2.2 Formatting a document

Following the steps in **2.1** the document shall already have a structure and be formatted.

The main font of the document shall be Times New Roman, size 12.

Main headings should be created using the “styles” drop-down in Google Docs using the “Heading 1”, size 18 and set to bold.

Secondary headings should be made using “Heading 2”, size 14 and set to bold.

The table of contents should be refreshed once the headings have all been added.

### 2.3 Updating a document

To update a document:

1. Name the current version in the google docs file

2. Inform the Documentation Lead the current version is finalized (as to make a pdf and upload to the documentation repository )
3. Update the version number in the title of the document and the cover page

## 2.4 Uploading a document

To upload a document:

1. Export the file as a pdf under the name **XXX - YYY - 0.0** where the X's is the document's type; the Y's are the first letters of the task (if applicable) and lastly the version number.
2. Upload the file to the online folder (DropBox).

Note: The name of the file for Github should be in the format **XXX - YYY**

## 2.5 Referencing

References to a document or section should be done following this example: ***REQ - GEN; 2.2.1***. First the name of the document followed by the section that is references, separated by a semicolon. The reference should be in bold and italicized.