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**Structure Documents**

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1. Tools for editing documents

|  |  |
| --- | --- |
| Name | Description |
| Microsoft Office 2010 or later | Microsoft Word Microsoft Excel Microsoft Powerpoint  Microsoft Visio  Microsoft Project |

Table 1: Tool for editing documents

1. Tool for store and access to the repository

|  |  |
| --- | --- |
| Item | Description |
| Name | GitHub |
| URL | https://github.com/HienNguyen126/BaseStepsSolution-Capston/tree/Documents |
| Username | Personal account |
| Password | Personal account |

Table 2: Tool for store & access to repository

1. Organize folders to store document

All the documents of this project are stored Github[Capstone Project]. The following table describes organization and structure folders:

|  |  |  |
| --- | --- | --- |
| Root folder | Subfolder | Description |
| 1. Deliverables | 1.1 Kick-Off | Contains Kick-Off documents |
| 1.2 Planning | Contains Planning documents |
| 1.3 Requirement | Contains document of requirement phase |
| 1.4 Architecture & Design | Contains document of Architecture & Design phase |
| 1.5 Implementation | Contains document of implementation phase |
| 1.6 Testing | Contains document of testing phase |
| 1.7 Project Management | Contains document of project management |
| 1.8 Monitor & Control | Contains documents for monitor & control project |
| 1.9 Processes | Contains all process of project |
| 2. Training | 2.1 Programing Languages | Contains trainning document about tools , programming language |
| 2.2 Tools |
| 3. Meeting Minutes | 3.1 Meeting with Customer | Contains record of meeting with Customer |
| 3.2 Meeting with Mentor | Contains record of meeting with Mentor |
| 3.3 Meeting with Team | Contains record of meeting with Team |
| 4. Presentation | 4.1 Powerpoint | Contains presentation files of the project |
| 4.2 Deliverables |
| 4.3 Team Evaluation |
| 5. Document Template | 5.1 Kick-Off Templates | Contains Kick-Off document templates |
| 5.2 Planning Templates | Contains planning document templates |
| 5.3 Requirement Templates | Contains document templates of Requirement. |
| 5.4 Architecture & Design Templates | Contains document templates of Architecture & Design |
| 5.5 Implementation Templates | Contains document templates of Implementation |
| 5.6 Testing Templates | Contains document templates of Testing. |
| 5.7 Project Management Templates | Contains document templates of Project Management. |
| 5.8 EffortLog Templates | EffortLog Template |
| 6. Reference |  | Some references to additional knowledge |
| 7. Individual Submit | 7.1 Hai Tran | Where tasks submit by each member of team |
| 7.2 Hien Nguyen |
| 7.3 Khoi Nguyen |
| 7.4 Tai Nguyen |
| 7.5 Minh Doan |
| 7.6 Xuan Thai Hien |
| 8. Effort Log | 8.1 Hai Tran | Where Effort Log submit by each member of team |
| 8.2 Hien Nguyen |
| 8.3 Khoi Nguyen |
| 8.4 Tai Nguyen |
| 8.5 Minh Doan |
| 8.6 Xuan Thai Hien |

Table 3: Organize folders to store document

1. Manage version

## 4.1 Update Status Change of the Document (Revision Table)

|  |  |  |  |
| --- | --- | --- | --- |
| Author | Date | Describe about changes | Version |
| First Name – Last Name | dd/mm/yyyy | The content which has been changed | Va.b |

Table 4: Update version to revision table

* When create or update document, Author must update information of revision history table
* Date, the version number on page 1 must be identical to the record date and the final version of the document history table.

## Set Version for Document

Version of the product includes versions of the System, Subsystem and Components of the product. Depend on the type of project that the System, Subsystem and Component can carry the same or different versions.

* Number of document version including the 3 – digit format: va.b The first version of the document (after review and approval the first time) brought the number v1.0 (Version 1.0)
* If the document was upgraded level will have b version number increase, respectively: va.1, va.2, va.3, va.4 ... (Version a.1, Version a.2, Version a.3 ...)
* If the document have baseline : upgraded level will have a version number increase, respectively: v1.b, v2.b, v3.b, v4.b ... (Version 2.1, Version 3.1, Version 4.1 ...)
* The final document version number is only set after result review is “good”.

**Process**

Now BSS team has implemented a number of processes as follows :

* Incremental Process
* Configuration Management Process
* Communication Management Process
* Change Management Process
* Risk Management Process
* Mearsurement Process
* Requirement Management Process
* Architecture & Design Process
* Test Process

In team’s opinion , have enough processes to apply to capstone but the specific each process need to repair and update to more complete and effective.