Table C-1 Instructions for Form SPD-1: General Information

Item	*Description*
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Organization	Identify the Originator's organization by name.
7. Project Manager	Insert the Project Manager's name (and phone extension).
8. Customer	Identify the customer (and experience in project attributes)
9. Platform	Insert both the host and target (if different) hardware platform and operating system.
10. Development type	Circle the most appropriate development type.
11. Development approach	Insert the most appropriate development paradigm or approach.
12. Step in the process after which data is collected	Based upon your development approach, identify what step in the process you are currently at.
13. Year of expected IOC	Identify the year in which development began in earnest.
14. Application type	Circle the most applicable application type. If there are multiple applications, circle them and put a note in box 19, special factors.
15. COCOMO model	Circle the COCOMO II model in use.
16. Brief project description	Summarize the goals of the project in terms of what products it hopes to deliver.
17. References	Cite references about the project and its progress. These may be customer documents or internal memoranda.
18. Project attributes	Put an "X" in appropriate rating box. For the most, rating guidelines are in Chapters 2 and 3 in the book. If you don't know an answer, say so in the extreme right column of the table. Three "other" parameters are included to allow you to expand the list to include any additional factors that drive cost on your project (e.g., security). Recognize that these factor ratings will be updated at anchor points along with your estimates.

Table C-1 Instructions for Form SPD-1: General Information (cont'd)

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