Important notes

# Documentation

Documentation is a very important aspect of Systems Development. There are many types of standardized forms, documents and diagrams used by systems developers. You should choose a documentation format that is professional in its style and that you can use consistently throughout the course. The comments and requests that you receive from your instructor during the term should be added to the minimum requirements that follow:

The deliverables for each phase, when completed, will form the documentation for your project. Store the deliverables in a binder (You do not hand in the binder unless requested to do so). When each deliverable is completed, hand it in and an updated **Table of Contents** thus far. When the deliverable is returned, place it in the binder. The team will maintain the binder throughout the term for the team’s “official” project file.

Along with each deliverable, each team must submit a **Cover Page**, **Marking Sheet** (if any), and an **updated Table of Contents**.

The Table of Contents must include **both headings and subheadings** to make it easy to find a specific table, diagram, graph or illustration.

All documents and forms should be neatly typed/word processed on 8 1/2” x 11” white paper. Handwritten deliverables are not acceptable.

All diagrams, graphs and illustrations must be neat, legible and of professional quality. Fold-out features are allowed for these, as long as, they ensure proper paging and access without having to be removed from the report cover.

Identify and sequentially number every page in your report (in the upper right-hand corner) with the Course Code, Phase Number, and Page Number within each Phase.  Use the format illustrated here (This page represents the 5th page of the report and the phase is: Analysis deliverables) :

|  |
| --- |
| Deliverable II: Analysis    5 |

This report is for:

* INFO3800 and is page 5 of phase 1

Note: Don’t be constrained by the minimum requirements of each assignment. Use your imagination and the abundance of outside sources available to produce a work you will be proud of.

# Using the Templates

* A folder has been created for each deliverables.
* Corresponding documents’ templates are placed in each folder.
* You are most welcome to modify the templates keeping the key information intact.
* If you have any question please consult your faculty advisor.
* If you need other templates please check IT Program’s Capstone Project module under eConestoga.
* The templates/examples provided are no way meant to be the only resource, rather to fulfill the minimum requirements as guidelines

# Using CapstoneReportTemplate.docx

Since you are supposed to submit all your deliverables in a binder with proper page number, table of content, list of figures and tables, a report template file CapstoneReportTemplate.docx is provided. Using this template is optional and only for your convenience.