

# Technical Publications Information Plan: SigmaTel STMP 3600 SDK

---

**Project:** SigmaTel STMP 3600 SDK documentation set

**Technical writer:** Jana Owens

**Tentative start date:** ASAP

**Version:** **FIRST DRAFT**

PLEASE REVIEW AND PROVIDE COMMENTS BY ...

## Purpose of the documentation

The purpose of this documentation set is to provide users with *all* resources necessary to develop custom applications using the SigmaTel STMP 3600 SDK. This documentation set will provide detailed information about the API, system architecture, and operating system concepts, as well as instructions for the basic tasks required to use the STMP 3600 SDK and optional tasks used to customize the SigmaTel STMP 3600 SDK.

## Audience profile

The target audience for this documentation set includes engineers that use the SigmaTel STMP 3600 SDK to develop custom applications for portable audio devices. The target audience for this documentation set comprises approximately 90% of SigmaTel's primary customer base. The additional 10% of SigmaTel's customer (or partner) base will receive "expert" information in the form of Engineering Application Notes.



## Documentation set description

The following table describes the STMP3600 SDK documentation set.

Document name	Description	Owner
<i>SigmaTel STMP 3600 SDK Release Notes</i>	Provides information about the latest SDK release, includes structural and operational changes.	SDK Release Coordinator
<i>SigmaTel STMP 3600 SDK Defect Report</i>	Provides a description of all resolved and known defects for the latest SDK release.	SDK Release Coordinator
<i>Getting Started with the SigmaTel STMP 3600 SDK</i>	Provides an introduction to the SDK and describes the basic tasks required to use the SDK (does not include customization).	Jana
<i>SigmaTel STMP 3600 Developer's Guide</i>	Provides an introduction to the API system architecture, operating system concepts, and describes common tasks used to customize the SDK.	Content: Apps Team Owner: Jana
<i>SigmaTel STMP 3600 SDK API Reference</i>	Provides a detailed description of the system architecture, operating system concepts, and individual API systems. This reference material is used, along with the <i>SigmaTel STMP 3600 Developer's Guide</i> , to customize the SDK.	Content: Core Team Owner: System Architect
<i>SigmaTel Glossary</i>	Provides abbreviations, acronyms, and terms used within the SDK documentation.	Jana
<i>SigmaTel STMP 3600 EVK Quick Start Guide</i>	Provides instructions for installing and using the EVK (used in conjunction with Getting Started document).	Jana



## Media and documentation tools

The following table lists the type of media and selected tools for each document.

Document name	Type of media	Tool(s)
<i>SigmaTel STMP 3600 SDK Release Notes</i>	Print (.pdf)	FrameMaker and Acrobat
<i>SigmaTel STMP 3600 SDK Defect Report</i>	Print (.pdf)	FrameMaker and Acrobat
<i>Getting Started with the SigmaTel STMP 3600 SDK</i>	Print (.pdf)	FrameMaker and Acrobat
<i>SigmaTel STMP 3600 Developer's Guide</i>	Print (.pdf) & online (.html/.zip)	Framemaker, Acrobat, and RoboHelp
<i>SigmaTel STMP 3600 SDK API Reference</i>	Online (.html/.zip)	Doxygen
<i>SigmaTel Glossary</i>	Online (.html/.zip)	Framemaker and RoboHelp
<i>SigmaTel STMP 3600 EVK Quick Start Guide</i>	Print (.pdf)	FrameMaker and Acrobat

## Documentation priorities

Priorities for developing and releasing documentation are as follows:

1. *Getting Started with the SigmaTel STMP 3600 SDK*
2. *SigmaTel STMP 3600 SDK API Reference*
3. *SigmaTel Glossary*
4. *SigmaTel STMP 3600 Developer's Guide*

## Revision and distribution plan

This documentation set will be reviewed as described in the *SigmaTel Technical Publications Test Plan* and revised as necessary to coincide with each STMP 3600 SDK release.

This documentation set will be distributed, along with the SDK source code files, to the SigmaTel Extranet in the format(s) listed in "Media and documentation tools" on page 3.



---

## Usability concerns

To determine usability, this documentation set should be tested as described in the *Technical Publications Test Plan*. In addition, a feedback form may be made available online (for example, as an Outstanding Issues link) on the Extranet.

## Content Specification: Getting Started with the SigmaTel STMP 3600 SDK

---

**Project:** SigmaTel STMP 3600 SDK Documentation Set

**Project/supported software:** STMP 3600 SDK

**Working Title:** Getting Started with the SigmaTel STMP 3600 SDK

**Content owner:** Jana Owens

**Technical publications support:** Jana Owens

**Approved by:**

Please sign below to indicate approval of the Content Specifications.

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Approver

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Approver

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Approver

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Approver



## Purpose of document

The purpose of this document is to provide the information necessary to assist users of the SigmaTel STMP 3600 SDK in connecting the development system and installing the SDK software and development tools. Once they acquired the necessary tools, users should be able to get started with the SDK within an hour.

## Audience profile

The target audience for this document includes engineers that use the SigmaTel STMP 3600 SDK to develop custom applications for portable audio devices. Although the procedures in this document do not require that the reader have experience with embedded C or object-oriented programming languages, It is assumed that the reader has knowledge of these programming languages and has experiencing developing custom applications for portable audio devices.

## Publication content and organization

The following table describes the document sections.

Section	Description
Preface	Provides information about the document organization and conventiosn, as well as how to access the Extranet and contact customer support.
Chapter 1, "Introduction to the SigmaTel STMP3600 SDK"	Provides an overview of the SDK, including hardware and software features
Chapter 2, "Installing the SDK Software"	Describes the procedures for installing the SigmaTel SDK software
Chapter 3, "Connecting the SDK Hardware"	Describes the procedures for installing the SigmaTel SDK hardware
Chapter 4, "Installing the Development Tools"	Describes the procedures for installing the SigmaTel SDK development tools
Chapter 5, "Building the Example Player"	Describes the procedures for building the SigmaTel SDK example player
Appendix A, "Development System Configuration"	Describes the default configurations for the Engineering Board and Daughter Cards



Section	Description
Appendix B, "Makefile Build Options"	Describes the makefile build options that are used to build the SigmaTel SDK example player <b>MIGHT REMOVE &amp; ADD NOTE-HOW TO ACCESS COMMAND-LINE HELP</b>
Appendix C, "Player Controls and Menu Options"	Describes the player controls and menus used to operate the example player
Index	Index of subject items, key terms, etc.

## Documentation strategy and resources

### Strategy

The following procedure describes the process used to gather information:

1. Initially, a "brainstorming" meeting should be called to come up with some initial procedures to include in the document.
2. Once some initial procedures have been determined, I will create ...
3. As the need arrives, either I can add procedure directly to the document and customers can wait until the document is released again or a developer can create an Application Note to post on the Extranet right away, then I can add the procedure to the document for the next release.

### Resources

The resources used to generate this information include (but are not limited to) the following:

- ◆ Applications development team
- ◆ Core development team
- ◆ Paul Zucker
- ◆ Jana Owens

## Test and distribution plan

This document should be reviewed and tested as described in the *Technical Publications Test Plan*.

This document should be released with each new version/release of the SigmaTel STMP 3600 SDK.







# SigmaTel STMP 3600 SDK Developer's Guide

# Project: SigmaTel STMP 3600 SDK Documentation Set

**Supported software:** STMP 3600 SDK

# Working Title: SigmaTel STMP 3600 SDK Developer's Guide

**Content owner:** Applications Team

**Technical publications support:** Jana Owens

**Approved by:**

Please sign below to indicate approval of the Content Specifications.

\_\_\_\_\_  
Approver's Signature

Date \_\_\_\_\_

Title of Approver

\_\_\_\_\_  
Approver's Signature

Date \_\_\_\_\_

Title of Approver

\_\_\_\_\_  
Approver's Signature

Date \_\_\_\_\_

Title of Approver

\_\_\_\_\_  
Approver's Signature

Date \_\_\_\_\_

Title of Approver



---

## Purpose of document

The purpose of this document is to provide a high-level overview of the SigmaTel system architecture and operating system concepts, provide instructions and tips for using the development tools included with the SDK, and provide instructions for developing typical applications for portable audio devices. Readers of this document should gain thorough knowledge of how the SigmaTel APIs can be used to develop custom applications.

## Audience profile

The target audience for this document includes engineers that use the SigmaTel STMP 3600 SDK to develop custom applications for portable audio devices. This document assumes that the reader has experience developing embedded C applications and has some knowledge of object-oriented programming concepts.

## Publication content & organization

- I. Preface
- II. SigmaTel SDK System Overview

This chapter provides a high-level description of the system architecture and operating system concepts, as well as a high-level description of each API (Component APIs, Operating System API, Device Driver API, and Hardware API), how they are organized, and how they interact with each other. Possible subtopics include:

- A. Introduction to the SigmaTel System Architecture
- B. Component APIs
- C. Operating System API
- D. Device Driver API
- E. Hardware API



---

**NOTE** Detailed descriptions of the system architecture and individual API systems should be included in the API reference documentation.

---



### III. Using the development tools

This chapter provides instructions for building and downloading firmware and provides tips for using the SigmaTel SDK development tools. Possible subtopics include:

#### A. Introduction

Includes an overview of the tools used with the SDK (including inhouse development tools that are distributed with the SDK).

#### B. Creating projects

Describes the procedure for creating a project within the MULTI IDE using SigmaTel's inhouse development tool.

ARE WE DISTRIBUTING THIS TOOL? I BELIEVE THIS IS CHRIS' TOOL?

#### C. Building and downloading firmware (*shared with GS?*)

Describes the procedures for building and downloading the firmware.

#### D. Compiling projects

Describes high-level instructions for compiling projects in MULTI and includes a reference to the MULTI documentation; in addition, this section may include tips for using the MULTI IDE.

#### E. Debugging projects

Describes high-level instructions for debugging projects in using MULTI/Slingshot and includes a reference to the Slingshot documentation; in addition, this section may include debugging tips.

#### F. Using system tests?

### IV. Using the SigmaTel SDK

This chapter provides instructions for completing typical usage scenarios (90% customer base), which mainly use the Component APIs and the Operating System API. Scenarios that use the lower-level APIs and are targeted to "expert" users (10%) should be provided in Application Notes.

Possible topics for the Developer's Guide include:

#### A. TBD

#### B. ...

#### C. Entering device recovery mode (*shared with GS?*)

Describes the procedure for entering device recovery mode before downloading firmware.



- V. APPENDIX: Default Development System Configurations (*share with Getting Started*)
- VI. APPENDIX: Makefile Build Options (*share with Getting Started*)
- JUST REFERENCE COMMAND-LINE HELP (REMOVE FROM DOCS?)
- VII. APPENDIX: Default Player Controls and Menu Options (*share with Getting Started*)
- VIII. Troubleshooting Tips??
- IX. Index


## Documentation strategy & resources

### Strategy

The following items describe the process used to gather information for this document:

- ◆ Developers should create design documents for all software systems using the new software design template.
- ◆ Developers, managers, and System Architect should determine an initial set of procedures to include in the Developer's Guide and provide content as necessary.
- ◆ As additional functionality becomes available, developers should create application notes using the *Application Note Documentation Template* to describe the procedures that are performed using their software system(s).
- ◆ If adequate time remains before a release, the application note may be added to the Developer's Guide. Otherwise, application notes should be released through and remain on the Extranet until the next release of the SDK at which time they will be absorbed into the Developer's Guide for the following release.

---

 **NOTE** Only application notes that are targeted towards our majority customer base (90%) will be rolled into the Developer's Guide. Application notes targeted to "expert" users (10% customer/partner base) should remain on the SigmaTel Extranet (preferably in a section designated as "Developer's Center").

---

- ◆ Additional information, such as the system architecture overview and operating system concepts, will be documented with input from the System Architect.



### **Resources**

The resources used to generate this information include (but are not limited to) the following:

- ◆ Applications development team
- ◆ Core development team
- ◆ Paul Zucker
- ◆ Anna Worthy
- ◆ Jana Owens

## **Test and distribution plan**

This document should be reviewed and tested as described in the *Technical Publications Test Plan*.

This document should be released with each new version/release of the SigmaTel STMP 3600 SDK.



## Content Specification: SigmaTel STMP 3600 SDK API Reference

---

**Project:** SigmaTel STMP 3600 SDK Documentation Set

**Project/supported software:** STMP 3600 SDK

**Working Title:** SigmaTel STMP 3600 SDK API Reference

**Content owner:** Paul Zucker/Core Team

**Technical publications support:** Jana Owens

**Approved by:**

Please sign below to indicate approval of the Content Specifications.

\_\_\_\_\_  
Approver's Signature                      Date

\_\_\_\_\_  
Title of Approver

\_\_\_\_\_  
Approver's Signature                      Date

\_\_\_\_\_  
Title of Approver

\_\_\_\_\_  
Approver's Signature                      Date

\_\_\_\_\_  
Title of Approver

\_\_\_\_\_  
Approver's Signature                      Date

\_\_\_\_\_  
Title of Approver



## Purpose of documentation

The purpose of this documentation is to provide detailed information about the SigmaTel STMP 3600 SDK application programming interface (API). This documentation should provide a detailed description of the individual API systems, as well as the overall system architecture and operating system concepts. Readers should gain thorough knowledge of the SigmaTel API interfaces and should be able to easily locate API resources.

## Audience profile

The target audience for this documentation includes engineers that use the SigmaTel STMP 3600 SDK to develop custom applications for portable audio devices. This documentation assumes that the audience has experience developing embedded C applications and has some knowledge of object-oriented programming concepts.

## Publication content

This documentation is generated using the Doxygen tool and includes all public API systems and their elements. The following additional documentation needs to be added to the Doxygen project:

- ◆ system architecture details
- ◆ operating system concepts
- ◆ module implementation descriptions

## Documentation strategy & resources

### **Strategy**

Since this documentation is generated using the Doxygen tool, all API systems, as well as API elements, that are available for public consumption should be documented using Doxygen comments. For Doxygen guidelines and sample comments, refer to the *SigmaTel SDK Coding Standards* document.

- ◆ Developers should create design documents for all software systems using the new software design template.
- ◆ Developers should include Doxygen comments for all source code as described in the *SigmaTel SDK Coding Standards*.
- ◆ Developers should review (and revise as necessary) the Doxygen API documentation for which they are responsible.





- ◆ Before release, the System Architect should review the API (Doxygen) documentation as described in the *Technical Publications Test Plan*.

### **Resources**

The resources used to generate this information include (but are not limited to) the following:

- ◆ Applications development team
- ◆ Core development team
- ◆ Paul Zucker
- ◆ Jana Owens

## **Test and distribution plan**

This documentation should be reviewed & tested as described in the *Technical Publications Test Plan*.

Once the API reference documentation has been reviewed, revised, and tested, it should be released through the SigmaTel Extranet. Four projects should be generated and archived (that is, compressed into a .zip file): English, Chinese, Japanese, and Korean. These 4 .zip files should be placed on the Extranet, along with a link that allows the user to download the files. The English version of the Doxygen project should be placed on the Extranet unarchived to allow users online access to the material.

## **Special considerations**

Since this documentation is generated using the Doxygen tool, it may be beneficial to include in the build process a command that generates a Doxygen project on the network. This project can be used by developers and reviewed periodically throughout the development cycle.



# Technical Publications Test Plan

---

## Introduction

The purpose of the Technical Publications Test Plan is to verify the validity, usability, grammatical correctness, and presentation of the STMP 3600 SDK documentation set. This document details the Technical Publications Test Plan within the following sections:

- ◆ Participant Profiles
- ◆ Documentation Test Cycle
- ◆ Usability

The *approximate* time to complete the documentation test cycle is 15 days; for more information, see “Documentation Test Cycle” on page 2.

## Participant Profiles

The documentation test cycle includes participants and reviewers from the following groups:

- ◆ Contributors Software engineers, managers, and Marketing personnel that have contributed to the content of the document. For more information about the contributor role in the documentation test cycle, see “” on page 7.
- ◆ Quality Assurance Members of the QA team. For more information about the QA role in the documentation test cycle, see “Usability” on page 4.
- ◆ Technical Publications Members of the Technical Publications team. For more information, see “Presentation problem statements address items related to grammar, usability, and style. The problem statements defined in this section are verified by the Technical Publications department.” on page 6.



# Documentation Test Cycle

The documentation test cycle consists of three phases of review; these phases are designed to verify the validity, usability, grammatical correctness, and presentation of the documentation set.

## Review Phases

The documentation test cycle consists of the following three review phases:

- ◆ Phase 1—Validation
- ◆ Phase 2—Usability
- ◆ Phase 3—Presentation

### ***Phase 1—Validation***

This is the first phase of the documentation test cycle. During this phase, the document is reviewed by employees that have contributed to the content of the document such as developers, managers, and members of the Marketing team. The Validation phase focuses on the validity of the information contained in the document. Reviewers should review the documentation for technical correctness.

---

**NOTE** Documentation in this phase is marked “FIRST DRAFT.”

---

### ***Phase 2—Usability***

This is the second phase of the documentation test cycle. During this phase, the document is entered into the QA cycle to be reviewed by a member (or members) of the Quality Assurance team. Reviewers should review the documentation from a user perspective.

---

**NOTE** Documentation in this phase is marked “SECOND DRAFT.”

---

### ***Phase 3—Presentation***

This is the third phase of the documentation test cycle. During this phase, the document is reviewed internally by the Technical Publications team. The Presentation review focuses on the grammatical correctness and the overall presentation of the information contained in the documentation.

---

**NOTE** Documentation in this phase is marked “FINAL DRAFT.”

---



## Review Process

The following procedure illustrates the review process for the documentation test cycle:

1. Writer delivers document and Document Approval Form to reviewer.
2. Reviewer reviews the document and provides comments using one of the following methods:
  - Print the document and provide comments on the printed copy.
  - Review the PDF file and provide comments through annotations. (Requires the full version of Adobe Acrobat.)
  - Review the document and provide comments through email. (Comments must include corresponding heading and page number.)

The reviewer has 3 business days to review the document.

3. Reviewer returns the document to the writer along with the Document Approval Form (indicating whether or not they have approved the document).
4. The writer does one of the following:
  - If the document is “approved,” the writer begins the next phase of the documentation test cycle.
  - If the document is “approved pending changes,” the writer updates the document and begins the next phase of the documentation test cycle.
  - If the document is “not approved,” the writer schedules a meeting with the reviewer to determine whether or not the document requires major revisions.
5. Once the phases are complete, the writer generates the PDF version of the document and completes the Prerelease checklist.

The approximate time to complete the review process is 15 days: 3 days for each review plus 2 days for each revision. Optimally, the review cycle should begin 3 weeks before ship; at the very least, the review cycle should begin 2 weeks before ship. The documentation must enter QA at least a week before the ship date.



# Problem Statements

## Validation

Problem statements regarding validity are specific to each document. These problem statements should be validated by those who have contributed to the document. During this phase, reviewers should review the entire document for technical correctness. The following checklist provides a few guidelines.

---

### Validation Checklist

---

- ☐ Technical information is complete and correct.
  - ☐ Unnecessary technical information is absent. (This includes proprietary information and information that is redundant or useless to the user.)
  - ☐ Procedures list the necessary steps to complete the specified task.
  - ☐ If applicable, glossary terms are correct and applicable to the content of the document.
  - ☐ Marketing messages and terminology are current and correct.
- 

## Usability

Problem statements regarding usability are specific to each document and include the overall usefulness of the document. During this phase, reviewers should review entire document from a user perspective.

---

### Usability Checklist

---

#### ***Using the Glossary (Glossary Only)***

- ☐ Glossary terms are useful and applicable.
- ☐ Glossary terms are correctly defined and are easy to understand.

#### ***Searching for information***

##### *Table of Contents:*

- ☐ The table of contents accurately reflects the sections within the document.
- ☐ The page numbers within the table of contents correspond to the appropriate sections. (Spot check)

##### *Index (if available):*



---

## Usability Checklist

---

- ☐ Index entries are useful and applicable.
- ☐ Index entries correspond to the correct page numbers. (Spot check)

### *Cross-references:*

- ☐ Cross-references are valid. (Topic and page number are correct.)
- ☐ Cross-references are hyperlinked. (PDF and online only.)
- ☐ Cross-references link to information that is applicable to the current topic.

### **Completing tasks**

- ☐ The steps presented successfully accomplish the task; that is, the user does not receive errors while completing the steps.
- ☐ Tasks are easy to understand and instructions are easy to follow.
- ☐ Tasks are complete; that is, steps are complete and appropriate graphics are included.
- ☐ If applicable, the graphics are clear and applicable to the current topic.
- ☐ Graphics do not contain proprietary information.

### **Overall usability**

- ☐ The information presented in the document is organized around user tasks; that is, the information is organized according to the way an end user might use the document.
  - ☐ The document provides clear, accurate, and useful information to its intended audience.
-



## Presentation

Presentation problem statements address items related to grammar, usability, and style. The problem statements defined in this section are verified by the Technical Publications department.

---

### Presentation Checklist

---

#### ***General presentation***

- ☐ The most recent version of the documentation template is used to format the document.
- ☐ The document name is correct on the documentation cover, the back of the cover, in the Preface, and on all even-numbered pages.
- ☐ The chapter and appendix footers are correct on all odd-numbered pages.
- ☐ The document release number is correct on the documentation cover.
- ☐ The disclaimer shared file located on the back of the cover is current.
- ☐ The month and year located on the back of the cover are correct.
- ☐ There are no “illegal” blank pages within the document; that is, the document does not include blank pages that are consecutive or appear on a left page.

#### ***Grammar and usage***

- ☐ The document is free of spelling errors.
- ☐ Proper grammar and sentence structure is used throughout the document.
- ☐ Sentence structure facilitates easy reading.
- ☐ Headings are consistent and descriptive.





---

### **Presentation Checklist**

---

#### ***Table of Contents, Index, and Glossary***

- ☐ The chapter numbers and appendix letters are correct and appear in the left side head of the Contents page.
  - ☐ The Table of Contents is complete; that is, it includes all of the appropriate section headings, chapter headings, and appendix headings. (spot check)
  - ☐ The Table of Contents does not include blank entries.
  - ☐ Entries in the index are not repeated, are not blank, and do not include broken references (that is, “??”).
  - ☐ Subentries are grammatically connected to the parent entry.
  - ☐ Single subentries do not exist.
- 

### **Prerelease**

Prerelease problem statements address items related to PDF and conditional text settings. The problem statements defined in this section are verified by the writer before releasing the document.

---

#### **Prerelease Checklist**

---

- ☐ The file opens without error.
  - ☐ The PDF bookmarks are correct and link to the appropriate section. (Check all.)
  - ☐ The hyperlinks on the Contents page link to the appropriate sections. (Spot check.)
  - ☐ If applicable, the hyperlinks in the index link to the appropriate pages. (Spot check)
  - ☐ The hyperlinks for cross-references within the document link to the appropriate sections. (Spot check)
  - ☐ The page numbers in the PDF file correspond to the page numbers in the document.
  - ☐ The final page of the PDF file is not blank.
  - ☐ Document security has been applied to the PDF file.
-



# Test Plan Review Form

## Phase 1: Validation

The purpose of this form is to acknowledge your receipt and approval of the document listed below. Please review the document and return this form along with any comments to the writer by the specified due date.

Document: \_\_\_\_\_ Version/Release: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_ Date received: \_\_\_\_\_  
 Return to: \_\_\_\_\_ Due date: \_\_\_\_\_

**NOTES:**

- ☐ **I approve** I agree that this document is ready for release.

☐ **I approve pending changes** I agree that once the changes listed above have been made the document is ready for release.

☐ **I do not approve** I do not agree that this document is ready for release. I would like to discuss revisions with the writer and review an updated copy.

---

**Reviewer's Signature**

**Approval Date**



---

## Problem Statements

Problem statements regarding validity are specific to each document. These problem statements should be validated by those who have contributed to the document. During this phase, reviewers should review the entire document for technical correctness. The following checklist provides a few guidelines.

---

### Validation Checklist

---

- ☐ Technical information is complete and correct.
  - ☐ Unnecessary technical information is absent. (This includes proprietary information and information that is redundant or useless to the user.)
  - ☐ Procedures list the necessary steps to complete the specified task.
  - ☐ If applicable, glossary terms are correct and applicable to the content of the document.
  - ☐ Marketing messages and terminology are current and correct.
-

# Test Plan Review Form

## Phase 2: Usability

The purpose of this form is to acknowledge your receipt and approval of the document listed below. Please review the document and return this form along with any comments to the writer by the specified due date.

Document: \_\_\_\_\_ Version/Release: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_ Date received: \_\_\_\_\_  
 Return to: \_\_\_\_\_ Due date: \_\_\_\_\_

**NOTES:**

- ☐ **I approve** I agree that this document is ready for release.

☐ **I approve pending changes** I agree that once the changes listed above have been made the document is ready for release.

☐ **I do not approve** I do not agree that this document is ready for release. I would like to discuss revisions with the writer and review an updated copy.

**Reviewer's Signature**

**Approval Date**



---

## Problem Statements

Problem statements regarding usability are specific to each document and include the overall usefulness of the document. During this phase, reviewers should review entire document from a user perspective.

---

### Usability Checklist

---

#### ***Using the Glossary (Glossary Only)***

- ☐ Glossary terms are useful and applicable.
- ☐ Glossary terms are correctly defined and are easy to understand.

#### ***Searching for information***

##### *Table of Contents:*

- ☐ The table of contents accurately reflects the sections within the document.
- ☐ The page numbers within the table of contents correspond to the appropriate sections. (Spot check)

##### *Index (if available):*

- ☐ Index entries are useful and applicable.
- ☐ Index entries correspond to the correct page numbers. (Spot check)

##### *Cross-references:*

- ☐ Cross-references are valid. (Topic and page number are correct.)
- ☐ Cross-references are hyperlinked. (PDF and online only.)
- ☐ Cross-references link to information that is applicable to the current topic.

#### ***Completing tasks***

- ☐ The steps presented successfully accomplish the task; that is, the user does not receive errors while completing the steps.
- ☐ Tasks are easy to understand and instructions are easy to follow.
- ☐ Tasks are complete; that is, steps are complete and appropriate graphics are included.
- ☐ If applicable, the graphics are clear and applicable to the current topic.
- ☐ Graphics do not contain proprietary information.



---

## Usability Checklist

---

### ***Overall usability***

- ☐ The information presented in the document is organized around user tasks; that is, the information is organized according to the way an end user might use the document.
  - ☐ The document provides clear, accurate, and useful information to its intended audience.
-





## Test Plan Review Form

### Phase 3: Presentation

The purpose of this form is to acknowledge your receipt and approval of the document listed below. Please review the document and return this form along with any comments to the writer by the specified due date.

<b>Document:</b> _____	<b>Version/Release:</b> _____
<b>Reviewer:</b> _____	<b>Date received:</b> _____
<b>Return to:</b> _____	<b>Due date:</b> _____

**NOTES:**

- ☐ **I approve** I agree that this document is ready for release.

☐ **I approve pending changes** I agree that once the changes listed above have been made the document is ready for release.

☐ **I do not approve** I do not agree that this document is ready for release. I would like to discuss revisions with the writer and review an updated copy.

---

**Reviewer's Signature**

**Approval Date**



---

## Problem Statements

Presentation problem statements address items related to grammar, usability, and style. The problem statements defined in this section are verified by the Technical Publications department.

---

### Presentation Checklist

---

#### ***General presentation***

- ☐ The most recent version of the documentation template is used to format the document.
- ☐ The document name is correct on the documentation cover, the back of the cover, in the Preface, and on all even-numbered pages.
- ☐ The chapter and appendix footers are correct on all odd-numbered pages.
- ☐ The document release number is correct on the documentation cover.
- ☐ The disclaimer shared file located on the back of the cover is current.
- ☐ The month and year located on the back of the cover are correct.
- ☐ There are no “illegal” blank pages within the document; that is, the document does not include blank pages that are consecutive or appear on a left page.

#### ***Grammar and usage***

- ☐ The document is free of spelling errors.
- ☐ Proper grammar and sentence structure is used throughout the document.
- ☐ Sentence structure facilitates easy reading.
- ☐ Headings are consistent and descriptive.



---

### **Presentation Checklist**

---

#### ***Table of Contents, Index, and Glossary***

---

- ☐ The chapter numbers and appendix letters are correct and appear in the left side head of the Contents page.
  - ☐ The Table of Contents is complete; that is, it includes all of the appropriate section headings, chapter headings, and appendix headings. (spot check)
  - ☐ The Table of Contents does not include blank entries.
  - ☐ Entries in the index are not repeated, are not blank, and do not include broken references (that is, “??”).
  - ☐ Subentries are grammatically connected to the parent entry.
  - ☐ Single subentries do not exist.
-

