Documentation Standards

# Headers and Footers

The header of each page of every document must contain the team name, as well as the name of the document. The footer of each page must contain the page number, as well as the number of pages. I.e. Page 1 of 4.

# Fonts and Titles

Fonts and titles should be based off of the Word 2007 Style Set. This is for project consistency in its look and feel.

# Dates and Times

Dates should be represented by the mm/dd/yyyy format whenever they are used. Times should likely use hh:mm AM/PM. Consistency when using dates and times will reduce any confusion between different formats.

# Weekly Status Report Worksheets

Along with all other information required in the Weekly Status Reports, the structure of work done will be outlined as follows:

# Group Project worksheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Work Done | Task ID | Estimated Time (h) | Actual Time  (h) |
| Developer 1 | * Purpose of PI * Agenda | 2  5 | 2.0  1.5 | 3.0  1.0 |
| Developer 2 | * Minutes * Documentation Standards | 3  12 | 0.5  10.0 | 1.0  100.0 |

## Summary of Hours Worked

|  |  |  |
| --- | --- | --- |
| Name | Total Estimated Hours | Total Hours |
| Developer 1 | 3.5 | 4.0 |
| Developer 2 | 10.5 | 101.0 |

## Individual Project Worksheets

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Work Done | Estimated Time (h) | Actual Time  (h) |
| Purpose of PI | * Ask the client questions about the purpose of the project * Formally define the purpose | 0.5  1.5 | 0.5  1.5 |
| Agenda | * Write up the agenda * Send the agenda to everyone and wait doe approval. | 0.5  0.5 | 0.5  0.5 |