Review Document For

Systems Engineering Workflow Use Case:

Use Case Name

Last Updated: 6/15/2015 12:13 PM

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**Instructions for Creating New Review Documents**

**Please remove this section when new review document is complete**

**Instructions for creating a new review document in the model**

1. In the Document package of the model browser copy and paste the “Use Case Review Document Template” package in the same directory.
2. Change the name of this new package to “Review Document – *Use Case Name*” and replace the *Use Case Name* with the name of the use case being reviewed.
3. In the chapter “Items to be reviewed” open the diagram “Use Case being reviewed” and make the following changes.
   1. On the right side of the diagram, add the new use case to be reviewed and the owning package of the new use case.
   2. Move the “referenceTo” relationship from the previous use case package to the new use case package.
   3. Remove the previous use case package and use case from this diagram.
4. In a child package called “Use Case Under Review”:
   1. Open the features dialog for the «dataReference» stereotyped constraint called “UseCaseReviewed “.
5. In a subsection of this same package called “Use Case Diagram” open the child comment, stereotyped with «figure», called “UC Diagram” and change the hyperlink to the use case diagram that contains this use case. If there is more than one another comment can be added.
6. In another subsection of this same package called “Block Definition Diagrams” open the child comment, stereotyped with «figure», called “Information on BDDs” and change the hyperlink to BDD that may contain information that should be reviewed for this use case, such as blocks that define definitions. If there is more than one another hyperlink can be added.

**Instructions for creating a review document from a Generated DocGen export**

1. Generate a new document using DocGen and save to a temporary location. Create the document
2. Create the review document using the template document
   1. Open this template document “Review Document for – Template.docx – Do Not Change this document
   2. Do a “Save as”
      1. The new document name is “Review Document for – *Use Case Name*.docx, replacing the Word “Template” with the actual use case being reviewed.
3. Copy the contents from the generated document and paste to this document by:
   1. In the DocGen Generated document, copy all information by using Ctrl A followed by Ctrl C
   2. In this document select the above paragraph “Select this paragraph and Paste Content Here”
   3. Replace this text by pasting the contents from the generated document, Ctrl V
   4. This temporary document from DocGen can now be destroyed.
4. Run Macro “ChangeHeadingsToBold”
   1. Check the Table of Figures and Table of Tables show the correct figure and table numbers. If not select and update table.
5. Title Page
   1. Examine the Time and date and change if necessary
   2. The text “Use Case Name” on the title page is a Word Field called “Subject”.
      1. Select the text in this field and change it to the name of the use case. Be careful not to replace the field, just the text in the field.
6. In the use case description section fix the indentation and numbering of the numbered paragraphs.
7. In section “Other Called Activities, indent list and changed to numbered.
8. Section 4.1 – Called Activities
   1. Remove activities that are not listed in the section called “Other Called Activities.
   2. Adjust the size of any remaining activities to fit on a page.
9. Section 4.2 – Table of Definitions – Sort this table alphabetically
   1. There is an issue with the table that won’t allow sorting because of an existing merged cells. To fix it:
      1. Insert Colum to left of table and then delete the same column that was just inserted
   2. Ensure curser is located in the first column and select the tabs “Table Tools/Layout then click on Sort
   3. In the dialog that opens, sort on the Name column (1st column) and ascending
10. Update all TOCs, figures, tables, pages and headers/footers.
    1. Select entire document (Ctrl A) and Update Field (Entire Table)
    2. Examine the Figure and Tables to ensure they are numbered correctly. If not, select them again and do an Update Table (Entire table). Repeat as needed.
11. Review entire document and clean-up any formatting issues, i.e.
    1. Remove blank pages
    2. Adjust any diagram’s size or orientation so that the diagram and the caption fit on a single page
12. Add this document to the model as a Controlled File in the package “Generated Review Documents” located in “Generated Documents/Review Documents Models and Documents”
13. Remove these directions from the final review document.