

## **1. Title Page**

- Font Style: Times New Roman, Bold, 16 pt for the title; Regular, 12 pt for other text.
- Alignment: Centered for the title; Left-aligned for other text.
- Spacing: Single-spaced for the title; Double-spaced for other text.
- Content:
  - Project Name: *Enrollment System for Department of Computer Studies – Cavite State University – Bacoar Campus*
  - Team Members
  - Date of Completion/Submission

## **2. Table of Contents**

- Font Style: Times New Roman, 12 pt, Regular.
- Format: Numbered sections with corresponding page numbers.
- Alignment: Left-aligned.
- Spacing: Double-spaced between entries.

## **3. Summary**

- Font Style: Times New Roman, 12 pt, Regular.
- Alignment: Justified.
- Spacing: Double-spaced.
- Content: Brief overview of the project, its purpose, key features, and benefits.

## **4. Introduction**

### **4.1. Objectives**

- General and Specific Objectives.
- Use bulleted lists for specific objectives.

### **4.2. Scope and Limitations**

- Features included in the system. Constraints and features excluded.
- Highlight key points in bold if necessary.

## 5. Major Contributions or Roles of Team Members

- Font Style: Times New Roman, 12 pt, Bold for table headings; Regular for table content.
- Table Format:

Name	Role	Major Contribution
[Team Member Name]	Project Manager	Oversaw project timelines, ensured milestone achievements.

- Alignment: Centered for table headings; Left-aligned for content.
- Spacing: Single-spaced within the table.

## 6. System Analysis

### 6.1. Requirements Analysis

#### Functional Requirements

- List of features/functions (e.g., student registration, course selection, payment processing).

#### Non-functional Requirements

- Performance, security, scalability, etc.

### 6.2. Use Case Analysis

- Use case diagrams and descriptions for major processes.

### 6.3. Process Flow

- Flowcharts or process models of system operations.
- Use diagrams and flowcharts where needed. Diagrams should be centered.
- Use numbered lists for functional and non-functional requirements.

## 7. System Design

### 7.1. Architecture

- System architecture diagram.
- Technologies used (e.g., frontend, backend, database).

### 7.2. Database Design

- ERD (Entity-Relationship Diagram).
- Table structures with fields and types.

### 7.3. User Interface Design

- Mockups or wireframes of key screens (e.g., login page, enrollment dashboard).
- Font Style: Times New Roman, 12 pt.
- Diagrams (e.g., ERD, Architecture Diagram) should have captions below them in 10 pt *Italic*.

## 8. Implementation

### 8.1. Development Tools and Environment

- Use bullet points for listing tools.
- Highlight programming languages and frameworks in *Italic*.

### 8.2. Features and Functionalities

- Include screenshots: Place screenshots centered with captions in 10 pt *Italic* below.

## 9. Testing

### 9.1. Test Plan

- Use bold headings for sections and subsections.
- Test cases should be presented in a table format.

## 10. User Guide

- Include screenshots for installation and usage steps with numbered instructions.

## 11. Maintenance

- Use bold text to highlight maintenance schedules and responsibilities.

## 12. Conclusion

- Font Style: Times New Roman, 12 pt, Bold for section title; Regular for text.
- Emphasize recommendations in bullet points or bold text.

## 13. Appendices

- References, Glossary of Terms, Additional diagrams or Tables.
- Diagrams and references should follow APA format.
- Use Times New Roman, 10 pt for additional notes.

## **General Formatting Instructions**

- Page Setup:
  - Margins: 1 inch on all sides.
- Font Style: Times New Roman for all text.
- Font Sizes:
  - Section titles: 14 pt, Bold.
  - Subsection titles: 12 pt, Bold.
  - Body text: 12 pt, Regular.
- Line Spacing: Double-spaced for all sections except within tables.
- Paragraph Indentation: 0.5 inches.
- Headers and Footers:
  - Header: Title of the document, 12 pt, Italic, Right-aligned.
  - Footer: Page numbers, Centered.