Quality and Standards Document

# Quality

1. Use relevant spell checking to ensure documents use correct spelling and grammar.
2. Make sure that everyone within the group can access and open all documents.
3. Ensure that all documentation is shared with all group members.
4. Ensure all project files are stored on GitHub so that all members can collaborate at any given time.

# Standards

## Documentation

|  |  |
| --- | --- |
| Standard |  |
| Format | .docx, .doc, pdf, png, jpeg |
| Font | Calibri (Body) for main body text and Calibri Light (Headings) |
| Size | Titles 28px, Headings 28-16px and body text 11px |
| Colour | Black body text and blue headings |

## Files/Code for site

1. Ensure all code uses indentation.
2. Ensure all code uses a maximum of one line spacing.
3. Ensure all pages meet the html validation standards.
4. Ensure images and videos are in the relevant format for their use.
5. Always define alt tags when possible.
6. Define a tab order for all pages.
7. Ensure all elements have a html closing tag.
8. Ensure relevant encryption is used

|  |  |
| --- | --- |
| Standard |  |
| Format | Html, CSS, JavaScript, php, JQuery |
| Font | Lemonmilk (Headings) and Montserrat (Body) |
| Size | Should be easy to read but not too large |
| Colour | Black or white text and Blue background with red accent colours for elements. |