

Team Number		Team Name			
Student Name		macid			
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Spelling and Grammar				Mark	Out Of
Each mistake takes 5% off to a maximum of 15% (ignore the first two errors).					
Total					15
Style					
Paragraph structure and subsection structure (logical grouping of ideas)					5
Concisely expressed ideas (not wordy – not overly technical)					3
Flow between paragraphs and sections					2
Adequate number of figures and other visuals					5
“Pointers” in the document to help navigate through					5
Total					20
Overall Opinion of Content and Originality					
Would a user be able to learn the software (within the specified scope) from the manual?					5
Is the presentation professional, interesting and entertaining, easy to read?					10
Is the document complete (within the stated scope)?					5
Originality – shows some thought has gone into the document, shows creativity					15
Total					35
Report Components					
Title Page, legal and copyright information					3
Table of Contents, list of tables, list of figures					3
Introduction - purpose, scope (is it a “getting started” manual, or a basic overview, or just showing certain advanced features?), background (on the application domain), roadmap, correct length					3
Installation instructions including required OS and lists of required hardware and software					3
Instructions for installing, opening, saving, closing files					3
Instructions for inputting data, for calculating something, for outputting data					3

Step-by-step instructions are well done – should be imperative commands		3
Definitions are introduced as appropriate and properly defined		3
Troubleshooting section, Simple tasks, complex tasks, frequently asked questions		3
If there are dangers of writing over data (or similar concerns) safety precautions and warnings are given		3
Total		30
Total Mark		100