

Project Documentation



Why Documentation

Types of Documents

- Legal documentation
- Project Tracking documentation
- Functional documentation
- Design documentation
- Test Documentation
- End-User documentation

Legal documentation

- Define legal aspects of the paid work
- Contracts, Annexes, Proofs of Work (PoW),
- Acceptance Criteria, Acceptance Form

Project Tracking Documentation

- Document required resources
 - People
 - Time
 - HW and SW resources (for development)
 - ...
- Tracks the status of the project and defines important milestones

Functional Documentation

- User Requirements Specification (URS)
 - Should be written by the client, but often provided by the vendor
- Functional Specification (FS)
 - Detailed description of all functional aspects of the product
 - General operation of the product
 - Workflows
 - Data scheme
 - ...
- Client / Server / Network requirements
 - For delivered product

Design Documentation

- Design Specification (DS)
 - Detailed description of the product design
 - Used technologies
 - Domain model
 - Interfaces
 - Code-level documentation (JavaDocs)
- Change Requests (CR)
 - All design and functional changes after the initial accepted specification

Test Documentation

- Test Specification (TS)
 - Defines all tests (OQ, PQ, IQ)
 - For each test: prerequisites, test steps, expected result
- Test Report (TR)
 - Document the execution of the tests
 - For each test: pass/fail (+ proof: screenshot, error msg...)
- Traceability Matrix (TRM)
- Acceptance Report
 - Test report for the subset of tests included in the acceptance criteria

End-User Documentation

- User Guide
- Admin Guide
- Installation Guide
- ...

Document Cover

- Name of the document
 - Purpose of the document
 - People and roles (w/ signatures)
 - History of the document (w/ dates and statuses)
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- See the example documents

Required by you

- User Requirements Specification (URS)
- Functional Specification (FS)
- Design Specification (DS)
- Test Specification (TS)
- Test Report (TR)