OPD_Document Standard

Document Details

Document Path	http://192.168.1.102:9073/Mindshare/5gpal/policies/OPD_Document Standard
Document Version	2.1
Document Date	November 15, 2008
Document Status	Final
Circulation Type	Internal
Circulation List	All@ 5G

Revision History

Ver No. & Date	Added/ Revised By	Content Added/ Changed	Reviewed/ Approved By	App. Date	Broadcast Date	Effective Date
1.0 /Nov 6, 2006	Carla	Creation of Base Document	Sumitra Seshan	Nov 10, 2006		
2.0/March 18, 2006	5G PG Team	Adopted new naming conventions, Added sections on engineering documents etc,	Sumitra Seshan	March 28, 2008	March 31, 2008	April 1, 2008
2.1 / Nov 15, 2008	5G PG Team	Adopted new 5G logo	Sumitra Seshan	Nov 15, 2008	Nov 30, 2008	Nov 30, 2008

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1.   Introduction

Purpose of this document is to illustrate the standards that need to be followed by 5G members while creating documents. Most of the engineering and non-engineering documents used within 5G normally have a standard template and the documents must be created using these templates that are available in the 5G's file repository. However non-standard/one-off documents should be created using the standards outlined in this document.

2.   Creation of Document Title Page

- o The first step is to launch the relevant document template from the 5GPAL folder.
- o Create a Title Page and include the Document Name as its Title. Section 2.1 explains the naming convention that needs to be followed for naming a document. Document Name needs to be right aligned.
- o Specify the details of the document in the Document Details Table as given below.

Document Path	<Include the directory structure where the document is stored>
Document Version	<Enter the version of the document here>
Document Date	<Enter Name of Month, Date, Year>
Document Status	<Choose any one: Draft, Review, Final>
Circulation Type	<Choose any one: External, Internal>
Circulation List	<List of people to whom the document is circulated>

3. Defining the Document Name

There are two categories of documents namely Non Engineering documents and Engineering Documents. Standard way to define the names of both the types of documents is given in this section.

The standard way to define the name of a Non Engineering Document is as follows:
<Document Type>_ <Name of the Document>
For example: The name of this document: "OPD_Document Standard" wherein "OPD" is the Document Type, "Document Standard" is the Name of the document.

The standard way to define the name of an Engineering Document is as follows:
<Project Name>_<Document Type>_<Name of the Document>
For example: The name of an Engineering document: "EG2.4_PED_HLD" wherein "EG2.4" is the Project Name, "PED" is the Document Type, "HLD" is the Name of the Document. The version of the document will be automatically mainted in SVN.

4. Naming Convention for 'Document Type'

Various Types of Documents and their Codes are given in the table below:

Types of Document	Code
Organizational Process Document	OPD
Product/Project Management Document	PMD
Product/Project Engineering Document	PED
Product/Project Documentation	DOC
Administration Document	ADM
Human Resource Document	HRD
Accounts Document	ACC
Form	FRM
Letter	LTR

5.   Naming Convention for 'Name of the Document'

Names of different documents and their Codes are given in table below:

Name of Document	Code
Market functional Requirement	MFR
Software Requirement Specification	SRS
Functional Specification	FS
Use Case	UC
High Level Design	HLD
Low Level Design (Database Design)	LLD
Database Design	DBD
Test Plan	TP
Test Case	TC
User Manual	UM
Technical Manual	TM
Frequently asked questions	FAQ
Hand Over Document	HOD
Trouble shooting document	TSD

6.   Version number of document 'Ver <>'

The Version of the document changes each time a modification is done in the document. This is expressed as two numbers: major.minor. The major number is increased when any major changes (such as addition/deletion of a section, subsection etc.) in the content. The minor number is increased whenever minor changes are made to the content of the document.

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7. Inner Pages

7.1 Header

The following details need to be included as part of the header:

- o Use Standard Header (as per the 5G Document Template)
- o Document Name with Version and Circulation Type in the Right Corner (Font Size: 9)

7.2 Footer

The following details need to be filled as part of the footer:

- o Use Standard Footer (as per the 5G Document Template)
- o Page Numbers in the format Page X of Y (Font Size: 9)

7.3 Font Type

Permissible fonts are: Arial, Book Antiqua, Garamond, Tahoma, Trebuchet MS, and Verdana.

7.4 Font Size

- o Heading 1 size 14
- o Heading 2 size 13
- o Heading 3 size 12
- o Body text size 10

- End of Document -