**Written Documentation for All Project**

From now on, every project no matter it is with source code or not, **documentation** should be provided. Every phase of the project should be documented. Below lists out the document you need to provide when dealing with a project for each phase.

1. **Proposal documentation**
   1. This should be the first document you needed to provide. Contents include the bidding price, the break down of the bidding price, software or hardware adopted, Number of the human resources applied, project overview scheduled. Number of supporting staff…etc
   2. You can think of proposal is like a document for bidding a tender.
2. **Database Schema documentation**
   1. This should be a database schema or data framework for the project.
   2. Contents include ER diagram (Entity Relationship Diagram), each table in the database is corresponds to an Entity of the database. Relationship between the entities is the database constraints. Tables and also, it’s relevant fields and datatype should be documented, each table’s constraint (Primary Or Foreign Keys) need also be documented.
   3. Sometimes briefly description about the usage of the fields should also be documented.
3. **Requirement catalogue documentation**
   1. This should be the business requirements of the whole systems. The business requirements are collected either from the users or being transferred from the old system.
   2. Each business requirements (or functions) should be specify, contents include function name, description, usage of the function should be clearly specified.
   3. If you don’t know how to correctly identify what are the business rules, you can think as each entity in an ER diagram is correspond to a database table, which is transfer as an object, each object has methods bind with it, methods are the business rules.
4. **User Acceptance Test Documentation**
   1. After finishing building a project, you need to write an user acceptance test documentation for user testing. To facilitate, sometimes you can copy it directly from the business requirements catalogue and changed it to a checkbox. A tick mark means it passes the functional tests; a cross mark is failed the test.
   2. If all business requirements pass, sometimes a page of signing with a signature should be provided, usually at the last page of the document.
5. **Training Menu Documentation**
   1. Each project should have a training session of teaching users how to use the system. Contents include scenarios, exercises and use cases of them how to use it.
6. **User Guide or Menu Documentation**
   1. Not all users attend the training session; a documentation should be provided and can be easily accessed from the system. Contents include screen cap of the system, step by step procedures of achieving the business rules, and steps of how to install it.
   2. To facilitate the user guide can be copied from the training menu.
7. **Backup And Recovery Documentation (Optional)**
   1. Systems sometimes fail or even behave abnormally. A documentation of how to restore and recover the system should be provided.

Documents need to be updated if new function or any type of programming (databases) structure changes. Every documentation on the very first page should provide a date and a signature (who) and a brief description about the update.