Assignment: **a03**
Title Project Documentation
Description: Prepare a report having sections titled requirements, design, test, maintenance, users manual, schedule, status reports, and action items.

Scoring:

Points	Section	Description
15	Requirements	Briefly describe your project. Record surveys of prospective users. Record interviews with prospective users. Group logically related or similar requirements. Prioritize requirements.
15	Design	Document detailed and precise descriptions of the interfaces between each component. Develop algorithms for the more complex components. A description of an algorithm is an illustrated, step-by-step presentation of how data are transformed by the process. Enumerate the steps of the algorithm. Demonstrate that the algorithm functions correctly on its boundaries with examples. For web pages, print a copy of every page. Record the schema for every table used to support your web page. Record a map of the web pages.
10	Test	Prepare a test plan. Develop test data and expected results. For web pages, inspect every web page. Verify that all static displays can be reached. Test every field where data can be entered. Record the data entered and results.
10	Maintenance	Identify the technologies used to develop your project. Identify the expertise required to maintain your project. Illustrate how a problem is found and what is required to correct the problem. List every file in your project together with a brief description of its purpose.
10	Users Manual	Identify who will be using your project. Describe the external interfaces. Methodically and exhaustively describe every control that can be entered by a user. Methodically and exhaustively describe every result that can be viewed by a user.
15	Schedule	Prepare a list of tasks plotted against. Each task has a name, a brief description, and a person assigned to it. Identify dependencies for all tasks. Schedule the start and completion of each task. Prepare a timeline that shows when each task is started, when it is scheduled to be complete, and its dependency on other tasks. At the beginning of a project, a schedule is an estimate of when events will occur. At the end of a project, the schedule records the actual events and when they actually occurred. Revise your schedule weekly. Provide more detail as you find out more about your project.

	15	Status Reports	Status reports are given orally to the class. Status reports are given weekly. Submit a copy of your report to your instructor. You will revise your schedule weekly. Your colleagues and your instructor will offer suggestions. Each suggestion is an action item. You will document action items. You will report on all action items in the following week. Summarize you status reports to a single page. A maximum of ten pages are included in this section.
	5	Action Items	An action item is a suggestion offered by a colleague or your instructor. Action items are given a unique identifier, a name, a brief description, and a disposition. You are required to respond to all action items. You may discard an action item with justification. You may accept and implement an action item.
	5	Report Binding	The binder must be a folder having an inside pocket on both the front and back cover and three soft metal posts with which to secure a document. The document must have three holes punched in the left edge and bound inside the folder using the three soft metal posts. The binder must have the names of all authors, their e-mail addresses, and their student identifiers. Additional author identification includes the course, CS 4513, Software Design and Development, the CRN, for example, 25223, Spring 2004, the Group ID, and the name of your project. Put the foregoing information on the outside of your folder and on the first page of your folder. Separate your documentation using labeled tabs. Submit your documentation each week. File your status report in the section titled “Status Reports.”
Total	**100**		

References:

1. Sage, Andrew P. *Systems engineering* Wiley 1992 ISBN: 0471536393
2. Mahalanabis, A. K. *Introductory system engineering* Wiley 1982 ISBN: 0470273461
3. Defense Systems Management College. Technical Management Dept. *Systems engineering management guide/Technical Management Department* Fort Belvoir: Defense Systems Management College; Washington, D. C.: For sale by the Supt. of Docs., U.S. G.P.O., [1990]
4. United States National Aeronautics and Space Administration. *NASA software documentation standard software engineering program* Washington, DC : National Aeronautics and Space Administration ; [Springfield, Va. : National Technical Information Service, distributor, [1991]
5. Sommerville, Ian *Software engineering* Wokingham, England ; Reading, Mass. : Addison-Wesley Pub. Co., c1992. ISBN: 0201565293
6. Nelson, Stephen L.; Coleman, Patricia; and Doliver, Kaarin *Effective executives guide to Project 2000 : the eight steps for using Microsoft Project 2000 to organize, manage and finish critically important projects* Redmond, WA : Redmond Technology Press ; Chicago : Distributed by Independent Publishers Group, c2000 ISBN: 0967298113
7. Lewis, James P. *The project manager's desk reference : a comprehensive guide to project planning, scheduling, evaluation, and systems* New York : McGraw-Hill, c2000 ISBN: 007134750X

Subject References:

1. Software Engineering
2. Project Management
3. Systems Engineering