

Document Standard

Version Description

Version	Date	Who	Comment
v0.0	10/04/00	Vickie Westmark	Document Created
v1.0			
v2.0			
v3.0			

Contents of this Document

- Overview
 - General Standards
 - Header and Footer
 - Version Description
 - Contents of this Document
 - Meeting Minutes
 - Web Pages
 - User's Manuals
-

Overview

This document provides the standards for documentation. Every document not developed from the given templates from Dr. Walton's EEL5881 Fall 2000 class, will follow this standard. Deviations from the required templates will be described in the Web Pages section.

This document can be used as a working template for all documents. As a minimum each document will contain a Document Title, Header, Footer, Version Description section, and Contents of this Document section.

Where the standards are not defined, existing documentation shall be used as a model for format. All documentation should have the same "look" and "feel."

General Standards

Documents are to be created in Microsoft Word, saved in a 97 format. The general document formats are as follows:

Paper Size: 8.5 x 11

Layout: Portrait

Margins: Left 1", Right 1", Top 1", Bottom 1"

Header Margins: Top 0.5", Bottom 0.5"

Font Type: Times Roman (or Times New Roman)

Coding Sample Font Type and Style: Courier, 10 pt font, left justified

Document Title: 24 pt, bold font, left justified

Section Headers: 14 pt, bold font, left justified

Section Dividers: 0.5 pt border on bottom of each section

Text: 12 pt font, left justified

All Bullet Types Text Position: 0.25"

Bullet Indent: Depends on nesting (nested bullets are indented at the previous text position)

Description Labels: 12 pt, bold, left justified with a colon and one space between regular text.

Each of these format descriptions is preceded with a description label, for example "Document Title" and "Section Header."

Naming Conventions: All documents will follow a descriptive naming convention of RouletteDocumentName.doc. Each file will begin with the word Roulette and a capital letter for each descriptive work in the title. This document has been named RouletteDocStd.doc

Header and Footer

The header for each document will contain the following information in corresponding format:

Header Style: 10 pt font, right justified

Header Contents: Document Name (Same as document title), Version (v#.# format), Date (Month d, yyyy format)

Sample:

Document Standard
v0.0
October 4, 2000

The footer for each document will contain the following information in corresponding format:

Footer Style: 10 pt font, center justified

Footer Contents: Page Count of Total Pages (Page # of # format)

Sample:

Page 1 of 20

Version Description

With the exception of the Meeting Minutes, all documents produced will have a version description section. The version description for each document will contain the following information in corresponding format:

Table: four columns, rows as required

Table Border: 0.5 pt line around each cell

Column 1 Width: 1"

Column 4 Width: 1”

Column Width: 2”

Column Width: 2.5”

Row Height: 0.2”

Table Header Style: 10 pt font, center justified

Table Header Row Contents by Column: Version, Date, Who, Comment

Table Data Style: 10 pt font, left justified

Table Data Row Sample Contents by column: v0.0, 10/04/00, Vickie Westmark, Document Created

Sample:

Version	Date	Who	Comment
v0.0	10/04/00	Vickie Westmark	Document Created

Contents of this Document

Each section in a given document will be listed in a bullet format in this section and immediately follows the version description section. The contents of this document section for each document will contain the following information in corresponding format:

Bullet Style: circle

Bullet Indent: none

Bullet Text Position: 0.25 ”

Bullet Text Style: 12 pt font, left justified

Sample:

- Overview
- General Standards
- Header and Footer
- Contents of this Document

Meeting Minutes

As a minimum the Meeting Minutes will contain title and header information followed by a numbered list of items discussed in each meeting. A 0.5” border separates the header and list of items covered in the meeting.

The meeting minutes will follow the same general standards as documents with the following exceptions:

Meeting Minutes Title: 14 pt, bold font, left justified

Numbered Bullet Text Position: none

Numbered Bullet Text Position: 0.25”

Numbered Bullet Text Style: 12 pt font, left justified

Bullet Style within Numbered bullets: circle

Bullet Indent within Numbered bullets: 0.25”

Bullet Text Position within Numbered bullets: 0.5”

Bullet Text Style within Numbered bullets: 12 pt font, left justified

The meeting minutes will contain the following information in corresponding format:

Meeting Minutes Title: 14 pt, bold font, left justified

Meeting Header Contents: Date (Month dd, yyyy format), Time (hh:mm a.m. – hh:mm p.m. style), Location, Attendees, Subject, Minutes by.

Naming Conventions: All meeting minutes will follow a descriptive naming convention of MeetingMinutes1.doc. Each file will begin with the word MeetingMinutes and a corresponding number for each meeting.

Sample:

Sentence Pattern Roulette - Meeting Minutes 1

Date: September 23, 2000

Time: 9:30 a.m. – 10:00 a.m.

Location: UCF, University Writing Center, Mod 608

Attendees: Vickie Westmark, Dr. Beth Young

Subject: Project Kick-off

Minutes by: Vickie Westmark

1. Introductions were made:

- Vickie Westmark
- Manu Bhatia

Web Pages

The following deliverables were submitted prior to this standard: ConOps v0.0, Project Management Plan v0.0. Subsequent versions of these deliverables will adhere to this standard.

This section describes the deviations from the required templates:

Body Background: BlueStarsBack.jpg

Body text: #FFFFFF

Body link: #FFFF66

Body link exceptions: ConOps v0.0, Project Management Plan v0.0.

Body vlink: #6699FF

Body vlink exceptions: ConOps v0.0, Project Management Plan v0.0.

General Text Font Size: default (3)

Table Font Size: 2

Table Font Size exceptions: ConOps v0.0, Project Management Plan v0.0.

Table Header: use <TH></TH> tags

Project Name: use <H2></H2> tags, center alignment

Template Name: use <H1></H1> tags, center alignment

Course Information: center alignment, bold, default font size

Section Titles: left alignment, bold, font size 4

Description Labels: left alignment, bold with colon and space before text starts

Contents of this Documents: for listed items use tags

Footer Information: for footer information (created by and modified by info) use <ADDRESS></ADDRESS> tags

Naming Conventions: All web pages will follow a descriptive naming convention of RouletteDocumentName.htm. Each file will begin with the word Roulette and a capital letter for each descriptive word in the title.

Upon retirement of a particular version, the file will be renamed with corresponding version in the format v0 where this means version v0.0. If there were a version v1.1, the format would be v11 in the document name.

Example: The working version of ConOps version 2.0 is RouletteConOps.htm, once this file goes to version 3.0, this file will be renamed RouletteConOpsv2.htm and version 3 will become the working version. This method is to prevent updates to links where a document is referenced. Only the historical versions will have a version on the filenames.

User's Manuals

TBD