



## MONET2

Project Full Title: Network of Excellence on Model Based Systems and Qualitative Reasoning.

Contract: Concerted Action / Thematic Network

Contract No: IST-33540

### Additional Deliverable:

## MONET Documentation Quality Assurance

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MONET Project Office  
Department of Computer Science  
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# 1 Introduction

## 1.1 Purpose of this Document

The purpose of this document is to describe the general layout and essential information content required in Reports and Deliverables produced by the MONET Project; and to specify the procedures for the production of such items.

## 1.2 Scope

This document describes the basic layout and information content of Reports and Deliverables produced by the MONET Project. It does not cover such materials as Meeting Minutes because there is little or no revision required in these documents, but these will also follow the basic guidelines set up in these procedures.

This Quality Assurance (QA) manual for documentation *should* be read by any one who is involved in project Reports and Deliverables, however anyone who is responsible for the compilation of such Reports and Deliverables *must* be fully familiar with these conditions.

Please note that the layout of this document conforms to the specified QA methods.

## 1.3 Objectives

The objectives of this particular document are:

- to indicate the information which should be contained in Reports and Deliverables
- to indicate the layout of this information in order that a common format is presented
- to specify the section headings which must appear in any formal project document

# 2 Reports and Deliverables

## 2.1 Basic Information Content and Layout

All formal project documents (i.e., those identified in the Description of Work) must contain the following information:

### On the front cover:

- The MONET Logo
- The Project title < Font: Arial 20, Underlined > and Project details < Arial 14 >, i.e.

MONET2

Project Full Title: Network of Excellence on Model Based Systems and Qualitative Reasoning.

Contract: Concerted Action / Thematic Network

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- A title, which should be the Project Deliverable number followed, on a separate line, by the Title < Arial 20, Underlined >, i.e.

Deliverable B1:

Bio-Medical Domain Status Document

- The date the latest version of the document was produced < Arial 12 >
- The version number of the document. This should be incremented if a new release of the document is made < Arial 12 >
- The document status: Draft or Released < Arial 12 >
- The project address, bottom left corner < Arial 12 >, i.e.

MONET Project Office  
Department of Computer Science  
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SY23 3DB

**Page Following Cover**

- Contents page. From Table of Contents / Formal style. Reformatted to Arial size 11

**Page Following Contents Page**

- List the author(s) of the document, these may be either persons, Institutions, or both but should be in Tabular form

**Each page within the document must contain the following information:**

- A page header < Arial 9, Italics > containing:
  - the Project Name, i.e. *MONET2 Project*
  - the title of the document (abbreviated if the full title is too long)
  - the version number of the document
  - the status of the document, in brackets (e.g. *Draft or Released*)
- A page footer < Arial 9 > containing:
  - the phrase 'MONET Deliverable' followed by the deliverable number, e.g. A2 should be in the bottom right corner with the version number on the line below
  - a page number in the right hand corner; page 1 will be the front cover and will also have a number on it

**2.2 Sections Which Must Be Included**

Every document must contain the following lists and sections:

- INTRODUCTION - this section will contain the following information (when applicable):

- Document Purpose - this subsection must briefly describe what the document is intended to achieve. It should be an overview, as the detail of *how* the purpose will be achieved is described later in the *Objectives* subsection.
  - Scope - this subsection must describe the parameters of the document, i.e., what topics it covers (and if applicable, what it specifically excludes). It may also indicate who should read the document, and indicate if there are any other documents which should be consulted before reading the document.
  - Objectives - this subsection must list the specific objectives of the document. These are the detailed goals that must be attained in order to achieve the document's stated purpose. It should be possible to verify that these objectives have been met.
- DOCUMENT SPECIFIC SECTIONS - the purpose of the document will be met via a number of sections, and they should go here.
    - REFERENCES - this section must list any books, manuals, documents, etc. which are referred to (i.e., cited) in the main text of the document. If there aren't any references, then the section heading must be present but the body of the section must consist of the string *N/A.* < Arial 11, *Italics* >
    - DOCUMENT HISTORY - This section must contain a table with the following headings and descriptions:
      - Version - the version number of the document being described.
      - Date - the date the change was put under change control.
      - Changes made to Document - a list of the amended sections or a very brief description of more general changes.
      - Changed By - the initials of the person who carried out the change.

Sections, subsections and sub-subsections must be numbered starting from 1. Section headings, subsection and sub-subsection headings must have the first letter of each word capitalised and the rest of the word in lower case, with the exception of names and acronyms, whose case must be preserved.

Section Headings (e.g. 1) < **Arial 14, Bold** >. Subsection (e.g. 1.1) < **Arial 12, Bold, Italics** >. Sub-subsection (e.g. 1.1.1) < Arial 12 >. The documents body text will be Arial 11. A space line will be left above Section Headings but not sub sections / sub-subsections.

### 3 References

N/A

### 4 Document History

<i>Version</i>	<i>Date</i>	<i>Changes made to document</i>	<i>Changed by</i>
1.0	15 <sup>th</sup> September 2003	First Word version of document.	RIR
	28 <sup>th</sup> October 2003	Minor revisions. Forwarded to Cjp, Nns, & Jnt	
1.1	6 <sup>th</sup> November 2003	Minor amendments. Document Approved	RIR