

Software Quality Assurance Plan (SQAP)

Intelligent Lifestyle

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Abstract

The Software Quality Assurance Plan (SQAP) formally outlines the procedures, standards and conventions contributing to quality to be followed by Team Daedalus. By following these specified standards, Team Daedalus aims to maximise the level of quality in the deliverables of the project.

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1 Introduction

1.1 Purpose

The purpose of the Software Quality Assurance Plan (SQAP) is to outline the procedures, standards and conventions that Team Daedalus will follow so that the quality attributes of the software to be produced are met. By maintaining and controlling the team's development process and standard Team Daedalus aims to produce a quality product.

1.2 Scope

This document describes the procedures and methods for maintaining and controlling the quality of the project's deliverables. The members of Team Daedalus shall apply the described procedures in this document to the project.

1.3 Intended Audience

The intended audience for this document are all members of Team Daedalus. However, planning and coordinating of quality assurance activities are the responsibilities of the QA sub-team.

1.4 Project Overview

The aim of the Intelligent Lifestyle project is

- **To design and build a system via the ROADMAP methodology comprising of some intelligent agents, for the explicit purpose of providing demonstrations of Intelligent Agents.**

This aim is an attempt to balance the two requirements from the Clients. This is necessary as meeting both fully would be impossible with current time constraints. The individual aims of the Clients are shown below.

1. To provide a demonstration of intelligent agents.

The Clients wish to have something that can demonstrate agents, agent behaviour and intelligence. Scenarios will be used to demonstrate these features.

2. To implement the ROADMAP methodology (section 12.3.2) and create an intelligent agent system.

This Clients wish to test out ROADMAP and produce an example of an intelligent agent system. They believe this methodology will be useful in implementing the project.

1.5 Personnel

1.5.1 Development Team

The development team of this project is Team Daedalus, enrolled in the subject of the Advanced Software Engineering Projects.

¹Email addresses of team members can be derived from the user's login name by appending @students.cs.mu.oz.au.

Name	Login¹	Phone no.
Carol Poon	cyspoon	0401-959-660
Dominic Mendonca	dxm	0411-093-253
Glenn Fry	gmfr	0418-372-176
Simon Youn	hjsy	0403-438-830
Jian Alan Huang	jhua	0402-001-910
Kieran Simpson	kieranjs	0412-821-128
Masyuri Tjhandana	masyurit	0413-150-311
Mei Ling Leong	mlleong	0413-689-314
Nathaporn Eiamvittayakorn	neiam	0407-565-824
Quyen Quach	qlq	0412-122-031
Shirley Soon	sasoon	0407-552-338
Wendy Tsang	wwttsang	0411-199-822
Ivan Wong	ywong	0411-863-261

Table 1: Development Team

1.5.2 Supervisor

Kendall Lister
 Department of Computer Science and Software Engineering
 University of Melbourne
 krl@cs.mu.oz.au

1.5.3 Clients

The Clients for the Intelligent Lifestyle Project are:

Leon Sterling
 Department of Computer Science and Software Engineering
 University of Melbourne
 leon@cs.mu.oz.au

Thomas Juan
 Department of Computer Science and Software Engineering
 University of Melbourne
 tlj@cs.mu.oz.au

1.6 Definitions and Acronyms

1.6.1 Definitions

Convention

A technique, practice, or procedure that is established by usage and is widely accepted.

Guideline

Non-strict processes that members will not be penalized for by not following. They are created for individual benefit and the benefit of the team.

Procedure

Strict processes that members must follow to achieve a specific goal contributed towards the final outcome of the project.

Process

A sequence of steps, tasks or activities that converts inputs from suppliers to an output.

ROADMAP

Role Oriented Analysis and Design for Multi-Agent Programming.

\$GROUP

/home/se440/s440gf

\$GROUPCVS

/home/se440/s440gf/Repository

\$GROUPWWW

<http://www.cs.mu.oz.au/SE-projects/s440gf>

1.6.2 Acronyms

<i>CCB</i>	Configuration Control Board
<i>CVS</i>	Concurrent Versions System
<i>EPS</i>	Encapsulated Postscript
<i>HR</i>	Human Resource
<i>MDRS</i>	May Demonstration Requirements Specification
<i>PDF</i>	Portable Document Format
<i>PIP</i>	Process Improvement Procedure
<i>PM</i>	Project Manager
<i>POW</i>	Process of the Week
<i>PS</i>	Postscript format
<i>QA</i>	Quality Assurance
<i>RAP</i>	Review and Audit Plan
<i>RMP</i>	Risk Management Plan
<i>SAG</i>	Student Administration Group
<i>SADD</i>	Software Architecture Design Document
<i>SCMP</i>	Software Configuration Management Plan
<i>SDD</i>	Software Design Document
<i>SPMP</i>	Software Project Management Plan
<i>SQAP</i>	Software Quality Assurance Plan
<i>SRS</i>	Software Requirements Specifications
<i>SVVP</i>	Software Verification Validation Plan
<i>SVVR</i>	Software Verification Validation Report
<i>TM</i>	Traceability Matrix
<i>TP</i>	Test Plan
<i>TR</i>	Technology Report
<i>UD</i>	User Documentation

1.7 Reference Documents

The following documents should be read in parallel to assist the understanding of this document.

1. Team Daedalus Review and Audit Plan (RAP)
2. Team Daedalus Software Configuration Management Plan (SCMP)
3. Team Daedalus Software Project Management Plan (SPMP)
4. Team Daedalus Software Quality Assurance Plan (SQAP)
5. Team Daedalus Software Verification and Validation Plan (SVVP)

1.8 References

This section specifies the external material such as standards, textbooks and other documents that have been referenced to assist the creation of this document.

1. Software Engineering: Principles and Practice 2nd Edition, Hans Van Vliet, Wiley and Sons Ltd 2000
2. IEEE Standard 730-1998
3. Team Atomic SQAP 2003

2 Major Documentation

This section describes the documents produced by Team Daedalus to aid in maintaining a high level of quality throughout project development.

Documents to be produced are as follows:

Document	Location
MDRS	\$GROUPCVS/May_demo/MDRS
SQAP	\$GROUPCVS/Document/SQAP
SPMP	\$GROUPCVS/Document/SPMP
SCMP	\$GROUPCVS/Document/SCMP
SRS	\$GROUPCVS/Document/SRS
SADD	\$GROUPCVS/Document/SADD
SDD	\$GROUPCVS/Document/SDD
SVVP	\$GROUPCVS/Document/SVVP
SVVR	\$GROUPCVS/Document/SVVR
RAP	\$GROUPCVS/Document/RAP
RMP	\$GROUPCVS/Document/RMP
TM	\$GROUPCVS/Document/TM
TP	\$GROUPCVS/Document/TP
TR	\$GROUPCVS/Document/TR
UD	\$GROUPCVS/Document/UD
Design Notebook	\$GROUPCVS/Document/Design notebook

Table 2: Document Locations

2.1 May Demonstration Requirements Specification (MDRS)

The MDRS documents the requirements of the demonstration to be conducted on May 7th, 2004 as part of the deliverables for the Intelligent Lifestyle Project. The purpose of this document is to:

1. outline the expectation of Team Daedalus and the Clients with respect to the May 7th, 2004 demonstration;
2. specify the sequence of events of the demonstration to be conducted;
3. specify the features needed to be available for the demonstration.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.1](#).

2.2 Review and Audit Plan (RAP)

The RAP documents the review and audit procedures to be adopted by Team Daedalus through the development life-cycle. Its purpose is to:

1. specify the entry and exit criteria to be met for reviews and audits;
2. specify the inputs required and outputs produced from reviews and audits;
3. details the procedures for reviews and audits.

2.3 Risk Management Plan (RMP)

The RMP outlines the procedures used to identify, assess, manage, mitigate, and monitor risks. The document provides:

1. a plan that outlines mitigation procedures to reduce severity and likelihood of the risks occurring;
2. a monitoring of the team's and sub team's activities
3. a risk recording method that keeps track of risks
4. a record of problems encountered and actions taken

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.6](#).

2.4 Software Architecture Design Document (SADD)

The SADD specifies the architecture of the Intelligent Lifestyle system. The purpose of the SADD is:

1. describe the architectural style adopted by the team to represent the core scenarios stated in the SRS;
2. describe the design methodology and rationale;
3. describes the agents to be used in the system and the interactions between them.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.1](#).

2.5 Software Configuration Management Plan (SCMP)

The SCMP serves as a guide for the correct configuration management of all aspects relating to the development of the project. The purpose of the SCMP is to:

1. identify the software configuration items;
2. control and implementing changes to configuration items;
3. record change reports and problem reports which state their current implementation status;
4. identify the personnel responsible for maintaining the baselines of documents.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.4](#).

2.6 Software Design Document (SDD)

The SDD guides the team during implementation and provides the testable criteria for unit and integration testing. The purpose of the SDD is to:

1. detail the overall structure and the major modules of the system and the interfaces between them;
2. describe the details of the modules such as method and algorithm descriptions;
3. provide information on data structures;
4. describe the type definitions of variables.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.10](#).

2.7 Software Project Management Plan (SPMP)

The SPMP serves as a managerial guide to be used by the development team. The purpose of the SPMP is to:

1. document the organizational structure of the team;
2. identify all roles required during the project and their responsibilities;
3. govern project development and maintenance of software produced;
4. describe the processes related to project planning, task management, conflict resolution, internal/external entities and technologies.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.3](#).

2.8 Software Quality Assurance Plan (SQAP)

The SQAP documents all standards, conventions, and procedures to be used by Team Daedalus to ensure the creation of a quality product. The purpose of the SQAP is to:

1. describe the main documents produced for the purpose of the project;
2. detail the standards, practices and conventions used;
3. specify the communication processes to be used by the Team.
4. specify how quality will be monitored and controlled throughout different aspects of the project.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.2](#).

2.9 Software Requirements Specification (SRS)

The intended audience of the SRS includes the Clients as well as the development team. The document provides traceability for validating that an acceptable product is being built for the Clients. The purpose of the SRS is to:

1. detail the functional requirements of the proposed system;
2. detail the quality requirements and any constraints applicable to the system;
3. describe the scenarios that demonstrate the required goals for the project;
4. act as a contract between the Clients and the team as the specifications of the product.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.8](#).

2.10 Software Verification and Validation Plan (SVVP)

The SVVP serves as the plan for all verification and validation activities carried out in the project. It is the guideline to verifying and validating all major documents produced and the final deliverable. The purpose of the SVVP is to:

1. document the verification and validation tasks required to be carried out in each iteration of the project development;
2. list the criteria and resource requirements for each of these tasks;
3. outline the schedule for each verification and validation activity to be conducted;
4. describe the administrative and reporting procedures for conducting software verification and validation.

2.11 Software Verification and Validation Report (SVVR)

The SVVR documents the V&V activities performed on the output of activities throughout the three iterations of the project. The purpose of the document is to:

1. document the outcomes of V&V activities performed throughout the development life-cycle. Such V&V activities may include but not limited to reviews, audits and walkthroughs;
2. serve as evidence that particular V&V activities are performed so quality of an artefact or product can be monitored and controlled.

2.12 Traceability Matrix (TM)

The TM traces the requirements from the SRS through to SADD, SDD and TP. Its purpose is to:

1. aid verification of the presence of each requirement from the requirements specification through to the design and testing documents;
2. ensure requirements are catered for during later phases of the development life-cycle by verifying the presence of the requirements in the matrix.

2.13 Test Plan (TP)

The TP provides descriptions for:

1. the type of tests that will be carried out on the product;
2. the schedule and resources need to carry out the tests;
3. the methods and procedures followed to derive the test sets;
4. the application of the test sets to the code;
5. the collection and monitoring of the process of the results;
6. the recording of the actions taken where appropriate.

The TP will include details of the following types of testing:

1. Unit
2. Integration
3. System
4. Performance
5. Acceptance
6. Usability

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.12](#).

2.14 Technology Report (TR)

The TR documents the technology used for the Intelligent Lifestyle project. The TR contains:

1. a formal documentation of technologies used for the purpose of demonstrating the Intelligent Lifestyle system for both the May 7th presentation and for the final product.
2. hindsight into the level of success in applying those technologies.

2.15 User Documentation (UD)

The UD specifies the steps to achieve an operation of the final deliverable system. Its intended audience include the Clients and end users, as this document assists them in understanding how the system is to be used. The purpose of the User Documentation is to:

1. provide step-by-step instructions on how to perform all types of tasks;
2. contain information of known deficiencies and other recommended features to be added.

For the quality criteria for this document please refer to Team Daedalus' RAP section [9.1](#).

2.16 Design Notebook

The Design Notebook includes records of all the main inputs into the design process. The Design Notebook is separated into a soft copy kept in CVS and a hard copy kept in a physical folder. The design notebook contains:

1. a record of all design decisions and the rationale for those decision;
2. any design sketches or diagrams from design meetings;
3. a record of problems encountered;
4. the agendas and minutes of meetings;
5. hard copy material related to reviews and audits;
6. sketches and diagrams for the clients or from the clients, or from meetings;

3 Process of the Week

The purpose of *Process of the Week*, also known as POW is to communicate newly formed processes or processes that the QA sub-team identifies as being of importance. It is the responsibility of the POW maintainer (from the QA sub-team) that the activities are carried out. The following procedures will be followed on a weekly basis:

1. The process that will be the *Process of the Week* is discussed and agreed upon by the QA sub-team during the QA team's weekly meetings. When QA sub-team meetings aren't held, the "process of the week" maintainer will email the QA sub-team of the proposed process;
2. once the POW is decided, it is the maintainer's responsibility to obtain a printout of the process and make it visible in the Team's lab space in room 2.13. This must be done within two days of the processes being decided.

4 Meeting Evaluation Procedures

Meeting evaluation procedures are designed to increase efficiency of meetings held throughout the course of the project. Such efficiency will increase productivity for the team and also aid members of Team Daedalus to improve their skills in chairing meetings.

4.1 Meeting Metric

A simple metric is used for evaluating the efficiency of meetings. The aim of this metric is to subjectively measure the productiveness of the meeting in quantitative terms and to obtain attendees feedback on how the meeting was run. Such ratings are in the range of one (1) to five (5):

- 1 - No decisions were made, no clear expectations of what needs to be completed after the meeting.
- 2 - Not productive. Discussions were poorly controlled; not many decisions made; overtime.
- 3 - Reasonably productive.
- 4 - Very productive.
- 5 - Clear expectations of what needs to be completed are accomplished; meeting not overtime; important discussions were made.

4.2 Meeting Evaluation

The procedures for meeting evaluation are as follows:

1. The meeting evaluation metric is a permanent item on the agenda template which can be found in:

`$GROUPCVS/Template/template_agenda.txt`

2. The Chairperson shall ask for attendees' evaluation on the meeting during that agenda item. The Chairperson also needs to evaluate his/her own performance on chairing the meeting as well as how the meeting was run;
3. All attendees shall also give reasons for choosing their ratings;
4. The Secretary shall record down the results of the evaluation into the meeting minutes, as well as the reasons given by each attendees;
5. The Secretary shall then email to the QA sub-team using [440 QA] email tag to inform them of the results of the evaluation for that meeting;
6. Every two weeks the QA sub-team will collate these data and plot the average ratings for each meeting in terms of each sub-team into graphs which are to be placed in:

`$GROUPCVS/Log/Meeting_metric/`

Please refer to section [6.1.2](#) for the correct naming convention for such file;

7. Such file shall contain a worksheet per each sub-team, where the graph for each sub-team is stored;
8. QA Manager shall review these data every two weeks to inspect whether the sub-team leaders has improved their chairing of meetings. An email shall be sent every two weeks to [440 Admin] to inform the sub-team leaders of any particular trend of the evaluations.
9. Where necessary, the QA Manager may approach each sub-team leader individually to talk about ways to improve their chairing of meetings.
10. The QA sub-team may also choose to conduct a workshop to go through some particular trends and factors that contribute to the low ratings for meetings with all the sub-team leaders where necessary.

5 Supporting Processes and Tools

The section specify the supporting processes to enrich the quality of the project in its artefacts and procedures.

5.1 Email Procedures

Emails are an effective way for members of Team Daedalus to communicate information with each other. This communication procedure aims to give structure to our email archive and to aid efficiency for members when reading their emails. By using Hypermail, emails will be archived as a record of the team's communication for later references.

5.1.1 Email Archiving Process

Emails are required to comply with the following standards:

1. All project related emails are required to be sent to the team account

`s440gf@students.cs.mu.oz.au,`

either directly or as a carbon copy (CC).

2. Procmail will classify all emails with specified tags used in the subject line and archive them based on the month they are sent under:

`$GROUP/Email/[MonthName]/`

where `[MonthName]` is the name of each month from March to November.

3. Tags are used on the subject line of the email to indicate the content of the email. The subject line will look like:

`[440 tag] description`

4. The tags to be used are:

- (a) **Admin**
for emails regarding admin related issues.
- (b) **Audit**
for emails regarding audit related issues.
- (c) **Code**
for emails regarding coding related issues.
- (d) **Config**
for emails regarding configuration management issues.
- (e) **Design**
for emails regarding design related issues.
- (f) **General**
for emails intended to be read by all team members regarding general issues and issues that needed to be announced to the whole team.

- (g) **HR**
for emails regarding HR related issues.
 - (h) **QA**
for emails regarding project quality assurance related issues.
 - (i) **Release**
for emails regarding release engineering related issues.
 - (j) **Req**
for emails regarding requirements related issues.
 - (k) **Research**
for emails regarding research related issues.
 - (l) **Review**
for emails regarding review related issues.
 - (m) **Risk**
for emails regarding risk related issues.
 - (n) **Social**
for emails regarding team's social outing.
 - (o) **Supervisor**
for communication between the Supervisor and the team.
 - (p) **Tech**
for emails regarding technical related issues.
 - (q) **Test**
for emails regarding testing related issues.
 - (r) **Urgent**
for communication in case of emergency.
 - (s) **Web**
for emails regarding team web site related issues.
5. Multiple tags can be used when emails' contents concern more than one of the above areas, such as:

[440 Req] [440 Research] [440 Design] description

6. Procmail will categorise each email based on its tag and archive it into the directory same as its tag, e.g. the directory

\$GROUP/Email/March/QA/

will store all emails sent (in March) having [440 QA] as part of the tag.

7. However, for multiple tags, Procmail will only archive the email into a single directory corresponding to the directory of the first tag used.
8. Members who wish to propose changes to the current email tagging system shall go through process change procedures specified in [section 5.5](#).

5.1.2 Email Checking Policy

All team members are required to check their email accounts twice per day during weekdays and once per day during weekends. This is to increase the expectation of professionalism of the team members. It is also vital that team members are informed with the latest information in regarding to their sub-team(s).

5.2 Technical Requests

Technical Requests are reports that are used for interteam communication, between Design sub-team and the Coding sub-team. Communication is required between these teams because when designing the system, the Design team needs to be aware of which method is best to achieve a design goal. Moreover, it also serve as a verification point to decide whether a technical request is feasible or not. It also enable structuredness and professionalism into the process for requesting of prototyping. The technical request process is as follows:

1. When the Design sub-team has identified more than one method of designing the system and needs the Coding sub-team to try out these different methods, the Design sub-team will fill out the first part of the Technology Request (TR) form which is located in:

`$GROUPCVS/Template/template_tech_request.txt`

2. All the alternative methods that the Design sub-team wants the Coding sub-team to try out will be listed in that form. The date this request is needed by will also be specified. This date should not be more than seven days of the requested date.
3. This form will be named `[mmdd]_tech_req-[id].txt` and checked into:

`$GROUPCVS/Code/TR`

where `[mmdd]` is the month followed by the date in two digits, and `[id]` correspond to the identification number of the form to be checked into the directory;

4. The The Design team member will notify the Coding sub-team of the Technical Request using the following email tag:

`[440 Code]`

5. The Coding sub-team is required to respond within forty-eight hours of this request, where the second part of the form will be filled, specifying whether this request will be approved or not via email.
6. The third part of the TR form will be filled in by the Coding sub-team when they have completed the request. After completing the form, it will be committed into CVS;
7. An email will be sent to the Design sub-team specifying the outcome of the result;
8. The Design sub-team will analyse the results and make a decision based on that.

5.3 Research Procedures

It is important for research report to be concise and of material relevant to the research topic at hand. A research report shall also give recommendations of feasible option to be taken. These are important artefacts to be created in the process of creating the Team's final system, as the decisions on the choices presented in the research reports may well have an affect on the quality of the deliverables and demonstration. Moreover, these information will need to be communicated to the relevant members in order to let them to make an informed decision on the particular issue. For these reasons, such research procedure is introduced. A research topic may be identified by any member of Team Daedalus.

Researchers are responsible for:

1. Conducting the research and documenting it in terms of research reports.
2. Conducting the workshop with experts where deemed necessary. Such experts are persons with sound knowledge in the respective field of research to be conducted.
3. Recording and summarising the specific topic that has been discussed in the workshop into research report.
4. Recording all the diagrams being shown in the workshop into design notebook where applicable.
5. Communicating the topic to the relevant sub-team members.

5.3.1 Identifying a Research Topic

1. Topics are to be identified:
 - (a) at Team Meetings;
 - (b) at any sub-team meetings where a particular topic or design needs to be researched;
 - (c) by any team member via email to the relevant sub-team.
2. Identified research topics are allocated to team members by the relevant sub-team leader;
3. Identified design topics to be researched are allocated to team members by the Design sub-team leader or workshops for identified design topics will be conduct with experts by Design sub-team leader.

5.3.2 Research Reports

1. The Research Report needs to be completed by the team member responsible for conducting the research/design topic according to the template located at:

`$GROUPCVS/Template/template_research.txt`

2. The Research Report will be stored at:

`$GROUPCVS/Document/Research/Report/`

Please refer to section [6.1.1](#) for naming conventions for research reports.

5.3.3 Communicating Research Reports

1. A team member that requests a research topic will be notified via email when the Research Report has been completed.
2. If a workshop is to be conducted with experts for a particular design topic, the team member that requests for the design topic is invited to the workshop (Refer to section 6.2).
3. A summary of the Research Report will be given at the relevant sub-team meeting.

5.4 Logging ROADMAP Issues and Changes Procedures

ROADMAP is an evolving methodology and it is also a constraint on the Intelligent Lifestyle project. Therefore, any ROADMAP changes should be well documented into ROADMAP change logs to be referenced to in the future. This is not only useful to be referenced to at hindsight for the team, it also increases the quality of the deliverable from the Clients' point of view as changes and evolution of the requirement (the use of ROADMAP methodology) are well documented and justified. The Clients' can then improve on the quality of the existing ROADMAP based on the logged issues and changes occurred during our experiences with the methodology. For brief descriptions of the ROADMAP methodology please refer to Team Daedalus' SRS.

5.4.1 Recording ROAPMAP Changes

Whenever there is any changes made to ROADMAP, the Design sub-team leader should log the change into the following:

`$GROUPCVS/Log/ROADMAP/roadmap_change_log.txt`

5.4.2 Recording Issues Regarding ROAPMAP

1. Whenever there are any issues regarding ROADMAP, the initiator should fill in the issue into `roadmap_issue_log.txt` in the following directory:

`$GROUPCVS/Log/ROADMAP/`

2. The log should be sent to Thomas Juan to inform him the issue that Team Daedalus has discovered for ROADMAP and ask for his reply regarding the issue.
3. The initiator is in charge to log the response from Thomas Juan in regards to the ROADMAP issue into:

`$GROUPCVS/Log/ROADMAP/roadmap_change_log.txt`

5.5 Procedures and Documentations Change Control

This section outlines the possible types of changes and also the process of making, documenting and notifying team members of these changes.

The types of change are:

- Practises change, which includes changes to:
 - Processes

- Standards and conventions
- Team structure
- Tools and techniques
- Documents Changes

5.5.1 Change Identification

Changes will be identified as a result of review and audit activities, during the discussion at meetings and/or as a result of suggestions made by individual team members.

5.5.2 Process Change Control

This section outlines the procedure of any proposed changes that is made by the team regarding processes.

The following can be classified as change:

- Modification
- Addition
- Removal

5.5.2.1 Process Change Initiators

All members - including QA sub-team members can propose a process change by sending an email to [440 QA] with an attached PIP form, outlining the change and the rationale behind the change. To submit the PIP the initiator is required to:

1. Fill in the PIP template located at:

`$GROUPCVS/Template/template_pip_proposal.txt`

2. Email the PIP template to using [440 QA] tag and in the same day being check in the PIP with the latest number documented in the following directory:

`$GROUPCVS/Document/Log/PIP`

3. The result of assessment of PIP will be notified to the initiator within seven days.

5.5.2.2 Process Change Procedure

1. After receiving the process improvement proposal form, the QA sub-team will assess the proposal.
2. QA sub-team must assess the proposal within seven days of receiving the PIP. Please refer to section 5.5.2.4 for the assessment criteria for PIP forms. The quorum for assessment is 80% of QA sub-team members.

3. Upon assessment of the PIP submission, the QA Manager will be responsible to ensure the second part of the PIP form has been filled and follow up activities has been conducted. These follow up activities include documenting the date that the PIP was assessed, whether a decision log entry has been logged, and whether the PIP has been implemented or not. QA Manager may wish to delegate this task if necessary. For outcomes of assessment please refer to section [5.5.2.3](#).
4. If the assessment outcome is *Approved*:
 - (a) QA sub-team is to document the approved status in the second part of the original PIP submission form.
 - (b) QA sub-team is now able to implement the new change according to the proposed change outlined in the PIP submission.
 - (c) For procedures implement the approved proposed process, please refer to section [5.5.2.5](#).
 - (d) The newly approved procedure shall be recorded in a decision log by the QA Manager. The template for decision log is located at:

`$GROUPEVS/Document/Decision_log/decision_log.txt`
 - (e) QA Manager is responsible to fill in the 'Decision Log' field in the second part of the PIP form to indicate that a decision log has been documented according to this new procedure.
5. If the assessment outcome is *Approved with Modification*:
 - (a) When the refinement of the proposed procedure has been devised and agreed on, it shall be documented in the second part of the PIP form under the section of 'Approved with Modification' in the original PIP submission form, stating what modifications has been changed based on the original PIP submission.
 - (b) After this, QA sub-team is now able to implement the new change according to the refined procedure. Please refer to section [5.5.2.5](#) for such implementation procedures.
 - (c) A decision log needs to be logged by the QA Manager in regards to this new procedure and shall document that this is done in the PIP.
6. If the assessment outcome is *Rejected*:
 - (a) QA sub-team shall document the reason for rejection in the second part of the PIP under the section of 'Rejected' in the original PIP submission form.
7. In any case an email shall be sent back to the initiator within seven days of submitting the PIP form to inform him/her of the outcomes of the assessment. Please refer to section [5.5.2.3](#) for details on the outcome categories for PIP submissions.

5.5.2.3 Outcomes of PIP Assessment

The outcomes of the assessment for PIP submissions can be categorised into three states:

- *[Approved]*: QA sub-team approves of the proposed changes;
- *[Approved with modification]*: QA sub-team partially approves the proposed process change, however more thought and considerations are needed to make the proposed process more feasible for the team. The QA sub-team shall further refine the proposed processes.

- *[Rejected]*: QA sub-team rejects the proposal due to reasons stated in the 'Outcomes of Assessment' section of the proposal template. The proposing party may, upon reflection of the comments given by QA sub-team, amend their proposed process and submit the proposal again ².

5.5.2.4 Assessment Criteria for Outcomes of PIP Submissions

The criteria for approving process change are:

1. The problem described in the PIP is indeed valid and the proposed procedure addresses all aspects the problem described.
2. The proposed procedure is feasible to be implemented.

The criteria for approving process with modifications are:

1. The problem described in the PIP is indeed valid and the proposed procedure addresses some aspects the problem described.
2. The proposed procedure needs improvement to make it more feasible for the team.

The criteria for rejecting process change are:

1. The problem described in the PIP is not regarded as a process improvement or a QA related issue.
2. The proposed procedure does not address the problem described in PIP.
3. The proposed procedure is not feasible to be implemented.

5.5.2.5 Implementation of the Approved Proposed Process

1. The QA sub-team will be responsible to update any document related to the change.
2. If the process change involves technical amendments the QA sub-team shall delegate the task to the relevant sub-team to complete the task.
3. The QA member who implemented the change in the document must fill in the 'Implemented' field in the second part of the PIP form. Such field shall specified the date that this change has been implemented.
4. The relevant team members and the initiator are notified of the change via email. Such email tag shall be sent to [440 QA] and other emails tags to the relevant affected sub-team.
5. It is the QA Manager's responsibility to check periodically to make sure that PIPs are implemented.

5.5.3 Document Change Control

This section describes the process by which documents and parts of documents are to be modified and committed to the CVS. Please refer to Team Daedalus SCMP for this processes.

²The initiator shall modify the original file for the proposal and submit that again.

5.6 Team Daedalus Web Site

The purpose of the team web site is to provide convenient access to important information via a web explorer. Members can access all types of information via the web site and its purpose is to act as a tool to increase efficiency of management (such as risk and human resource management), and also flow of information. Moreover, the Team's processes will regularly be reminded of on the notice board in order to achieve quality and process awareness across the team members. The web site can be found at:

`$GROUPWWW`

The web site includes the following contents:

1. all files in Team Daedalus' repository;
2. risk management tool to identify risks, display top risks and risk logs;
3. scheduling tools such as Team Daedalus' calendar, availability matrix, and individual hours to aid human resource management;
4. baselined documents;
5. testing management tool (TMT).

The Web Master needs to log any changes he makes for the web site in a web update log at:

`$GROUPCVS/Log/Web_update/web_update_log.txt`

The template for this log is located at:

`$GROUPCVS/Template/template_web_log.txt`

5.6.1 General Updates for Contents in Team Daedalus' Repository

1. An automated script will update all existing directories in Team Daedalus' repository on a daily basis:
2. Newly created directories will be updated weekly by the Web Master manually.

5.6.2 Updates for Risk Management Tools

1. Risk sub-team shall update the latest risks onto the web using the risk modification tool on the web site.
2. Risk sub-team shall update these risks within forty eight hours after the risk meeting held to discuss the latest status of risks. Please refer to Team Daedalus' RMP for risk management procedures.

5.6.3 Updates for Scheduling Tools

1. Calendar: It is the HR Manager's responsibility to update Team Daedalus' Calendar at the end of each week.
2. Availability Matrix: All Team Daedalus' members are responsible for updating their availability matrix on Saturday each week.
3. Individual availability hours: It is HR Manager's responsibility to update this on each Friday of the week. For HR Manager's responsibility in regards to updating of the availability hours for each member,

Please refer to section [4.1](#) in the SPMP.

5.6.4 Updates for Baselined Documents

To make it more convenient for members to access baselined procedures, baselined documents containing procedures will be made available via the Team's web site.

1. It is the Document Maintainer's responsibility to update the baselined document onto the web by placing the document into the following directory:

`$GROUPWWW/documents`

5.6.5 Updates for Testing Management Tool

Please refer to Team Daedalus' TP's section [15](#) for the procedures to update the TMT.

6 Standards and Conventions

This section outlines the standards and conventions to be followed by all members of Team Daedalus. By having standards and conventions specified, Team Daedalus aims to ensure that proper software engineering processes are carried throughout the project development life-cycle, which in turn will enchanted the team to produce a quality software products.

6.1 Naming Conventions and Directory Structure

This section describes the naming conventions and the directory structure that are followed by the team.

6.1.1 Naming Convention for Files

Files include minutes, agendas, reviews, audits, responses, reports, templates, logs and all major documents. Please refer to section 2 for information on documents. Note that files inside the following directories do not have to adhere to the following standards specified in this section:

1. \$GROUPCVS/Code;
2. \$GROUPCVS/Test;
3. \$GROUPCVS/Prototype, and
4. directories outside the repository.

The following rules are applied to all file names:

1. Only consist of lower case characters [a-z], [-] [.] and integers [0-9].
2. Have a generic form of [fileName].[extension] except for README and Makefile (Refer to section 6.1.3 for extension).
3. All words used must be singular.

e.g. risk_log.txt

4. All major documents files will begin with the document acronym.

e.g. sqap.tex

5. All major documents section files will begin with the document acronym and follow by section name.

e.g. sqap_introduction.tex

6. All diagrams used in major documents will begin with the document acronym and follow by the diagram name.

e.g. sqap_directory_structure.jpg

7. Spaces between words in file names must be separate by ‘_’.

8. Date part of file names have generic form of mmdd, where mmdd corresponds to the month and date in two digits, with a leading zero when necessary:

e.g. 0311.qa_minute.txt

This refers to the the minutes for the QA meeting on the 11th of March.

9. If multiple files of the same name exist which are from different authors, the author's login will be use as an identifier and will be used in place after date part of the file name:

e.g. 0311_int_rev_neiam.txt

10. For multiple authors per one file, two login names can be used to identified the files.

e.g. 0311_int_res_neiam_ywong.txt

11. For sub-sub-teams, the sub-team name can be appended after one another to identify the files.

e.g. 0311_research_voice_agenda.txt

The above example refers to the agenda of research sub-team and voice sub sub-team.

Note the above conventions apply to all files except those that reside in the \$GROUPCVS/Codes/ directory.

6.1.2 Common File Names and their Locations

Following are common file names and their locations:

File	Filename	Location
1)Minutes	[mmdd]_[TeamTag]_minute.txt	\$GROUPCVS/Meeting/[TeamTag]/
2)Agendas	[mmdd]_[TeamTag]_agenda.txt	\$GROUPCVS/Meeting/[TeamTag]/
3)Review criteria	review_criteria.txt	\$GROUPCVS/Review/[ReviewName]/
4)Review Reports	[mmdd]_int_rev_[login].txt	\$GROUPCVS/Review/[ReviewName]/
	[mmdd]_ext_rev_[login].txt	
	[mmdd]_[DocName].pdf	
5)Inspection criteria	inspect_criteria.txt	\$GROUPCVS/Review/[ReviewName]/
6)Inspection Reports	[mmdd]_[DocName]_ins_[login].txt	\$GROUPCVS/Review/[ReviewName]/
7)Audit Plans	[mmdd]_audit_plan.txt	\$GROUPCVS/Audit/
8)Audit Reports	[mmdd]_[AuditType]_audit_[login].txt	\$GROUPCVS/Audit/[AuditType]_audit/
	[mmdd]_[DocName].pdf	
9)Responses	[mmdd]_int_res_[login].txt	\$GROUPCVS/Review/[ReviewName]/
	[mmdd]_ext_res_[login].txt	
	[mmdd]_[AuditType]_audit_res_[login].txt	\$GROUPCVS/Audit/[AuditType]_audit/
10)Templates	template_[TemplateName].txt	\$GROUPCVS/Template/
11)Logs	[DocName]_br_[number].txt	\$GROUPCVS/Log/Baseline/
	[DocName]_cre_[number].txt	\$GROUPCVS/Log/Change_request/
	[mmdd]_[ModuleName]_[login].txt	\$GROUPCVS/Log/Code_inspection/
	critique.log.txt	\$GROUPCVS/Log/Critique/
	decision_log_[TeamTag].txt	\$GROUPCVS/Log/Decision/
	honour_log.txt	\$GROUPCVS/Log/HR/
	info_sheet_[Topic].txt	\$GROUPCVS/Log/Info_sheet/
	[AccountType]_log.xls	\$GROUPCVS/Log/Logistic/
	[mmdd]_meeting_metric.xls	\$GROUPCVS/Log/Meeting_metric/
	pvl_[login].txt	\$GROUPCVS/Log/Mini_audit/
	proposal_pip_[number].txt	\$GROUPCVS/Log/PIP/
	pair_prog_log.txt	\$GROUPCVS/Log/Pair_programming/
	[Risk]_log.txt	\$GROUPCVS/Log/Risk/
	roadmap_change_log.txt	\$GROUPCVS/Log/Roadmap/
	timesheet_[login].txt	\$GROUPCVS/Log/Timesheet/
	web_log.txt	\$GROUPCVS/Log/Web_update/
	workshop_log_[TeamTag].txt	\$GROUPCVS/Log/Workshop/
12)Project Plan	project_plan.mpp	\$GROUPCVS/Management/Project_plan/
	project_plan_[TeamTag].mpp	
	project_plan.gif	
	project_plan.html	

Table 3: Naming Conventions for Files and their Locations

File	Filename	Location
13)HR Allo- cation	distribution_log.txt distribution.mht distribution.xls	\$GROUPECVS/Management/HR_allocation
14)HR Re- ports	[mmdd]_hr_report.txt	\$GROUPECVS/Management/HR_report
15)Role Review	[login].txt	\$GROUPECVS/Management/Role_review/Questionnaire
16)Task Re- ports	wk[number]_task_report.txt	\$GROUPECVS/Management/Task_report
17)Research Reports	[mmdd]_rr_[RR_Topic].txt	\$GROUPECVS/Research/Report
18)README	README	in each directory in CVS where necessary
19)Documents	[DocName].tex	\$GROUPECVS/Document/[DOCNAME]/
20)Diagrams	[DiagramName].jpg [DocName]_[DiagramName].eps [DocName]_[DiagramName].jpg [DocName]_[DiagramName].vsd	any directories associated
21)Makefile	Makefile	in each major document's directory
22)Infofile	[fileName].txt	\$GROUPECVS/Misc/
23)HTMLfile	[fileName].htm [fileName].html	\$GROUPECVS/www_public/
24)PHPfile	[fileName].php	\$GROUPECVS/www_public/
25)Backupfile	[mmdd]_backup.tar.gz	\$GROUPECVS/Backup/

Table 4: Naming Conventions for Files and their Locations (continue)

where

1. TeamTag - name of the following sub-team:
 - (a) admin (Administrator for sub-team leader and Project Manager)
 - (b) design
 - (c) hr (Human Resource)
 - (d) prototype
 - (e) qa (Quality Assurance)
 - (f) research
 - (g) risk
 - (h) req (Requirement)
 - (i) test (Testing)
 - (j) code (Coding)
2. mm - month

3. dd - day
4. AccountType - Type of account log: account_log, daytrip_log or fine_log.
5. Topic - information sheet topic
6. ReviewName - Name of deliverable being reviewed such as sqap and spmp.
7. AuditType - Type of audit: managerial, processes, design, configuration, testing, product. ³
8. TemplateName - agenda, minute, cvslog, decision, research, rev_report, risk_report, document, exp_risk_report, risk_pres_table, change and test
9. number - The accumulated number of files in that directory.
10. DocName - sqap, spmp, srs, scmp, svvp, sadd, sdd, rmp, design_notebook and build_plan
11. DOCNAME- SQAP, SPMP, SRS, SCMP, SVVP, SADD, SDD, RMP, Design_notebook and Build_plan
12. Risk - these refer to risk related log such as cost benefit log, expired risk log, discussion log, problem log and risk log.
13. RR_Topic - research report topics such as face_detection, text_to_speech etc.
14. ModuleName - name of the code module such as scheduler, greeter etc.
15. ext - external
16. int - internal
17. res - response
18. Infofile - File that contain information for team reference.
19. eventName - Name of the event organized i.e. bowling.
20. login- login name of the team member

6.1.3 File Extension Used

The following are the list of file extension used. However files inside \$GROUPCVS/Codes/ may have other file extensions other than those specified in the following table:

³Please following the naming convention for files and directories accordingly when using such terms to replace [AuditType].

Type	Extension Name
1. ASCII text files	*.txt
2. LaTeX files	*.tex
3. LaTeX style files	*.sty
4. LaTeX Mathematical Text files	*.ltx
5. PDF files	*.pdf
6. Hypertext Preprocessor files	*.php
7. HTML files	*.html or *.htm
8. Postscript files	*.ps
9. Encapsulated Postscript files	*.eps
10. Diagram files	*.jpg
11. Project plan files	*.mpp
12. Email files	*.mail
13. MS Visio files	*.vsd
14. MS Excel files	*.xls
15. Portable Network Graphics files	*.png
16. MHTML files	*.mht
17. Macromedia Flash files	*.fla
18. Shockwave files	*.swf

Table 5: File Extension Used

6.1.4 Directory Structure

This section describes the structure of all directories under the team space.

6.1.5 Naming Convention for Directories

The following rules are applied to directory names:

1. Only consist of the characters [A-Z, a-z, -, and integers 0-9]
2. ‘_’ is used to separate any space between words in the names.
3. Must begin with capital letter and follow by all lower case letter (except for user’s workspace directory name).
4. All acronym must be in upper case letters. e.g. **SQAP**
5. User workspace directory name is the same as the login of each team member. It does not start with capital letter.

Diagram 6.1.5 shows the directory structure of Team Daedalus:

6.2 File Permissions

Permission for directories and files in the team space must conform to the standards specified in table 6.

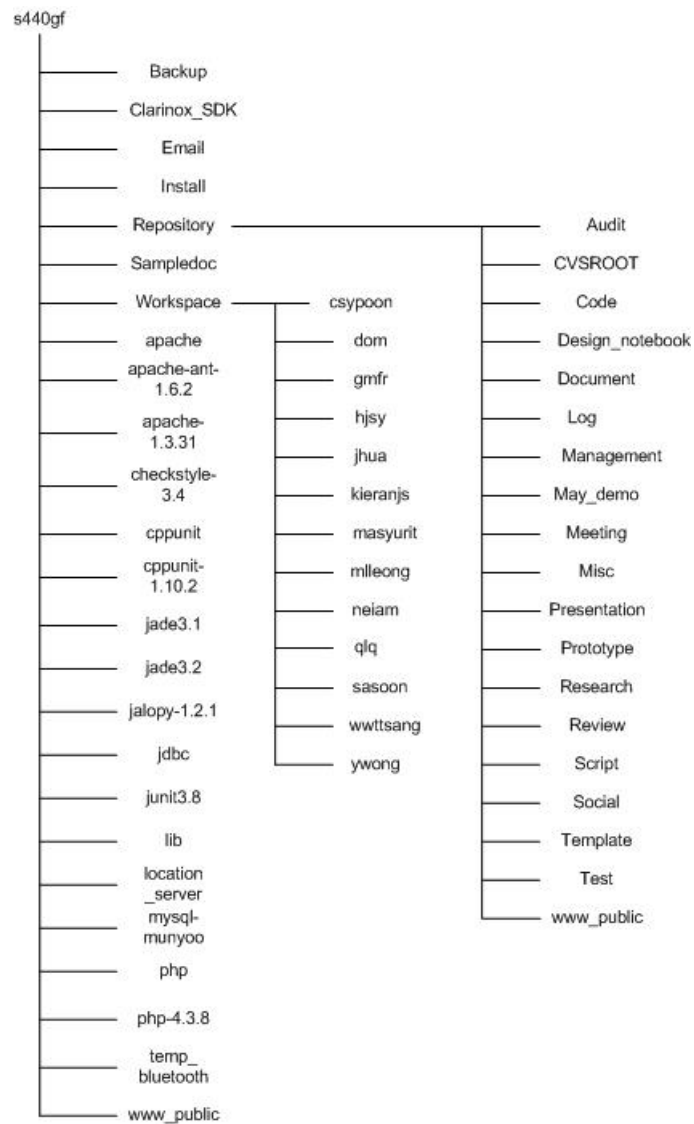


Figure 1: Team Daedalus's directory structure

File Type	File Permission
Individual workspace directories	drwx-----
www_public directory	drwxrwxr-x
All other directories	drwxrwx---
Files inside www_public directory	-rwxrwxr-x
Executable files	-rwxrwx---
Repository directories	drwxrwx---
Repository files	-rwxrwx---
All other files	-rw-rw----

Table 6: Permissions

6.3 Documents Format Standard

This section describes the format standards for all formal documents to be produced by Team Daedalus. Format standards includes form or layout that should be complied with for all deliverables produced by the team. These standards aim to ensure readability, consistency and traceability throughout all documents.

6.3.1 ASCII File Documents

The following rules are applied to any .txt files produced throughout the course of the project:

1. All line lengths will not exceed eighty characters.
2. Minutes and agendas will comply with the minutes and agenda template. For these templates please refer to section [A.3](#) and [A.2](#) respectively.
3. Research report will comply with the research template. For this template please refer to section [A.11](#).
4. Review reports will comply with the review report template. For this template please refer to section [A.7](#).
5. Review response will comply with the review response template. For this template please refer to section [A.8](#).
6. Audit plan will comply with the audit plan template. For this template please refer to section [A.9](#).
7. Audit reports will comply with the audit report template. For this template please refer to section [A.10](#).
8. Audit response will correspond to the audit template.
9. All template are located in:

`$GROUPCVS/Template`

10. List of items will begin with ‘*’ or ‘-’ or ‘o’.
11. Underline is required under heading and sub-heading.

6.3.2 L^AT_EX File Documents

L^AT_EX will be used for all soft copy of the major documents. Please refer to section [2](#) for details on these major documents. These documents will have the following:

1. Title Page
 - (a) Document Title and its acronym
 - (b) Product Name
 - (c) Team Name
 - (d) Date

- (e) Name and Login of Document Maintainer
 - (f) Revision Number
 - (g) Names and logins of all team members who are involved in the development of this document.
 - (h) Abstract, briefly describe the document
2. Table of Contents
 3. List of Figures for all figures included in the document
 4. List of Tables for all tables included in the document
 5. Tables
 - (a) `\caption` is used to provide the table caption. It is also a way to include the table in the list of tables, which appears after the Table of Contents, with their corresponding page number when the command `\listoftables` is used.
 - (b) `\label` is used to label the table so that the table can be cross-referenced from another section.
 - (c) The following is the way to include tables in \LaTeX document:

```

\begin{table}[h]
\begin{center}
\begin{tabular}{|l|l|}
\hline
Name & Email\\
\hline
Simon Youn & hjsy@students.cs.mu.oz.au \\
Jian Alan Huang & jhua@students.cs.mu.oz.au \\
Nathaporn Eiamvittayakorn & neiam@students.cs.mu.oz.au \\
Shirley Soon & sasoon@students.cs.mu.oz.au \\
Wendy Tsang & wwttsang@students.cs.mu.oz.au \\
\hline
\end{tabular}
\end{center}
\caption{...}
\label{tab:...}
\end{table}

```

6. Figures

- (a) `\caption` is used to provide the figure caption. It is also a way to include the figure in the list of figures, which appears after the Table of Contents, with their corresponding page number when the command `\listoffigures` is used.
- (b) `\label` is used to label the figure so that the figure can be cross-referenced from another section.
- (c) The following is the way to include tables in \LaTeX document:

```

\begin{figure}[h]
\begin{center}
\includegraphics[height=xx.in,width=yy.in]{[figurename].jpg}
\caption{...}
\label{fig:...}
\end{center}
\end{table}

```

7. Packages

- (a) Packages are included using `\usepackage:`
- (b) The usual packages that are included are:

- subsections
- graphicx
- float
- verbatim
- hrref

8. Sections

- (a) Each section will start on a new page with section heading.
- (b) Each section heading will start with capital letter.
- (c) All words in the section heading will begin with capital letter unless the word is preposition i.e. 'for', 'a', 'of' or 'and'.

e.g. `\section{Naming Convention and Directory Structure}`

9. Cross references

- (a) To enable cross referencing in a document, labels must be used. The command to use is `\label`.
- (b) Labels will conform to `[type]:[labelName]` format, where type consists of:
 - `sec` for sections
 - `tab` for tables
 - `fig` for figures

and `[labelName]` is a short description of type name

e.g. `\label{sec:naming_convention}`

- (c) Labels will be located just after section heading, table or figure.
- (d) Any referenced to labels will be done by using `\ref{[labelName]}`.
- (e) Cross reference will be stated in bracket as followed:

e.g. (Refer to sections `\ref{naming_convention}`,
`\ref{directory_structure}`)

10. Change History

- (a) Change of History are required at the end section of every document.
 - (b) It will record the date of modification, change made, the new revision number and rational behind it.
11. Revision numbers - please refer to the SCMP for this.
12. Content format standards aim to ensure that all documents Team Daedalus used consistent choice of words, paragraph and alignment.
- (a) All words that represent specific roles and teams should begin with capital letters.
e.g. Design Team, Supervisor, Document Maintainer and QA Manager
 - (b) Non-specific roles, team and event do not need to begin with capital letter.
e.g. sub-team leader, sub-team, meeting
 - (c) All acronyms are in type up with uppercase characters (unless it is an example of command line or is the extension of file)
e.g. CVS, 'cvs ci [fileName]', sqap.pdf
 - (d) \texttt format is used for any example given in the documents, or to show any commands used. These examples and commands should also be aligned in the center, e.g.

```
\begin{center}
\texttt{e.g. ddm\_qa\_minute.txt\}
\end{center}
```

and

```
\begin{center}
\texttt{cvs rtag "Symbolic Name" module}
\end{center}
```

- (e) All number should be written as text, e.g.
"3 types" is written as "three types"

The documents must comply to the following rules:

1. Follow document template for major documents located at:

`$GROUPCVS/Template/template_document.tex`
2. All components of the documents must be able to compile to either PDF or PS format without any errors by using a `Makefile` in each document directory.
3. All line lengths will not exceed eighty characters.

6.3.3 README Files

README files is to contain any exceptions of standards and procedures which were not followed in that particular directory. These act as pointers to document the reasons for non-compliance of standards where applicable. They maybe included in directories where necessary.

A Appendices

A.1 Appendix A: Change Log

Date	Section	Descriptions
DD/MM/YY	Section number	Description of the changes.
31/07/04	4.1.2	Inserted review and inspection reports and checklist naming conventions.
21/08/04	3.1, 3.2 3.3.1, 3.3.2, 3.6 5, 8, 10 6, 9 7 11	Moved to SPMP. Renamed under the Supporting Processes and Tools section. Moved to Supporting Processes and Tools section. Moved to SPMP. Moved to as new Section 4. Moved to SCMP.
24/10/04	6	Updated file and directory naming convention. Updated directory structure diagram.

Table 7: Change Log

A.2 Appendix B: Agenda Template

=====

Title : Type of Meeting, eg. supervisor, design, weekly, etc

Date : <DD/MM/YY>
 Start Time : Expected start time for the meeting
 End Time : Expected end time for the meeting
 Venue : Meeting venue, eg. ICT UG.15

Chairperson : <login of chairperson>
 Secretary : <login of secretary>

Expected Attendees: <logins of expected attendees for the meeting>
 Apologies: <logins of those not coming with apologies>

Preparation Item: <Tasks/items that attendees have to prepare prior to attending the meeting.>

=====

Agenda :

- 1) Amendments to agenda (time allocated: XX mins)
- 2) Risk report (time allocated: XX mins)

- 3) Identify new risks (time allocated: XX mins)
- 4) Project Planning (time allocated: XX mins)
- 5) Tasks report (time allocated: XX mins)
- 6) Other items (time allocated: XX mins)
- N-1) Task Allocation (time allocated: XX mins)
- N) Next Meeting (time allocated: XX mins)
 - o Date, time, venue
 - o Chairperson
 - o Secretary

=====

A.3 Appendix C: Minutes Template

=====

Title : Type of Meeting, eg. supervisor, design, weekly, etc

Date : <DD/MM/YY>

Start Time : Time meeting started

End Time : Time meeting finished

Venue : Meeting venue, eg. ICT UG.15

Chairperson : <login of chairperson> (If chairperson was replaced because he/she was absent and that quorum was met, please tag <REPLACEMENT> after the chairperson's login

Secretary : <login of secretary>

Attendance : <logins of those who attended the meeting>

Apologies : 1. <logins of those who are absent with apologies>
2. <reasons of apologies>

Absent : <logins of those absent without apologies>

Lateness : <logins of those who are late to the meeting>

Hard copy of agenda brought by Chairperson: <Yes/No>

Minutes overrun : <number of minutes overrun in the meeting>

=====

Minutes : <IF THE MEETING WAS CANCELLED PLEASE INSERT HERE THE REASON(S) FOR CANCELLING THE MEETING>

- 1) Amendments to agenda (time spent: XX mins)

- 2) Risk report (time spent: XX mins)
- 3) Identify new risks (time spent: XX mins)
- 4) Project Planning (time spent: XX mins)
- 5) Task report (time spent: XX mins)
- 6) Other Item 1

Points Raised :
 Decision Made :

N-1) Task Allocation (time spent: XX mins)

=====
 Action Item #1
 =====

Task:
 Assignee(s):
 Assigner:
 Due Date:
 Estimated Hours:

Description of Tasks:
 =====

N) Next Meeting (time spent: XX mins)

Date : <DD/MM/YY>
 Time : Time of scheduled meeting
 Venue : Meeting venue

Chairperson : <login of chairperson>
 Attendance : <login of expected attendees>

=====

A.4 Appendix D: CVS Log Template

=====
 Modification(s):

[filename]: modification(s)

Reason(s):

[filename]: reason for the modification(s)

=====

A.5 Appendix E: Decision Log Template

=====

Decision Title: <decision made>

Date of initial discussion of decision: <dd/mm/yy>

Decision status: <Ongoing, Finalised or others>

Date of final decision: <dd/mm/yy>

Date that new decision/process takes affect: <dd/mm/yy>

Members who made the decision:

<Please put (*) next to the member's login. ie. jhua (*) >

- cyspoon
- dxm
- gmfr
- hjsy
- jhua
- kieranjs
- masyurit
- mlleong
- neiam
- qlq
- sasoon
- wwttsang
- ywong

Number of votes: <related vote statistics, where applicable>

Justifications : <justifications for making this decision>

- 1.
- 2.
- 3.

Issues : <drawbacks for this decision>

- 1.
- 2.
- 3.

Alternatives : <lists of alternatives considered>

=====

A.6 Appendix F: ROADMAP Issues/Changes Log Template

=====
ROADMAP Changes Log #
=====

Initiator: <login of the initiator>

Date: <DD/MM/YY>

Issues/Changes made:

Thomas' Reply:

Initiator's Response:
=====

A.7 Appendix G: Review Report Template

=====
<INTERNAL/EXTERNAL DOC_NAME> Review Report
=====

Document: <DOCUMENT_NAME> Version/Tag: <REVISION NUMBER ON THE DOCUMENT> Team:
Daedalus Reviewer: <LOGIN> Start Date: <DD/MM/YY> End Date: <DD/MM/YY>

Overall mark: <FAIL>, <PASS> or <PASS WITH MODIFICATION>
=====

Definition of results:

PASS:

- * The reviewed item adequately addresses all the specified criteria.
- * If required, only minor modifications are needed for improvement.
- * Modifications can be dealt with internally so do not require further external reviews.

PASS WITH MODIFICATIONS:

- * The reviewed item does not fully address some of the specified criteria.
- * The reviewed item requires further work in order to meet the specified criteria.

FAIL:

- * The reviewed item does not address the specified criteria.
- * The reviewed item requires major modifications and should undergo a more thorough internal review before submitting for external review.

How to read this document:

[S&G] - spelling and grammar mistakes in this section [URGENT] - need serious attention [CHANGE] - needs to be modified [SUGGESTION] - any suggestions on how to improve process / additions etc. [COMMENTS] - general comments
=====

[OVERALL COMMENTS]

< INSERT OVERALL COMMENTS HERE >

=====

Title page

Abstract

< INSERT REVIEW HERE >

<SECTION NUMBER> <SECTION TITLE>

< INSERT REVIEW HERE >

=====

END OF REVIEW

=====

A.8 Appendix H: Review Response Template

=====

<INTERNAL/EXTERNAL DOC_NAME> Review Response

Document: <DOCUMENT_NAME> Version/Tag: <REVISION NUMBER ON THE DOCUMENT> Team:
Daedalus Reviewer: <LOGIN> Start Date: <DD/MM/YY> End Date: <DD/MM/YY>

Overall mark: <FAIL>, <PASS> or <PASS WITH MODIFICATION>

=====

Definition of results:

PASS:

- * The reviewed item adequately addresses all the specified criteria.
- * If required, only minor modifications are needed for improvement.
- * Modifications can be dealt with internally so do not require further external reviews.

PASS WITH MODIFICATIONS:

- * The reviewed item does not fully address some of the specified criteria.
- * The reviewed item requires further work in order to meet the specified criteria.

FAIL:

- * The reviewed item does not address the specified criteria.
- * The reviewed item requires major modifications and should undergo a more

thorough internal review before submitting for external review.

How to read this document:

[S&G] - spelling and grammar mistakes in this section [URGENT] - need serious attention [CHANGE] - needs to be modified [SUGGESTION] - any suggestions on how to improve process / additions etc. [COMMENTS] - general comments

=====
[HOW TO READ THE RESPONSE USING THE FOLLOWING TAGS]

<ACCEPTED>[<DONE>] This comment has been accepted. The document will be changed according to the comment/suggestion made.

<REJECTED> <REASON> This comment has been rejected. The reason for rejecting it is documented.

<DEFERRED> This comment has been deferred until a review meeting or team meeting has been held to discuss this issue.

=====
[OVERALL COMMENTS]

<INSERT RELEVANT RESPONSE TAG(S) CORRESPONDING TO THE COMMENTS HERE>

=====
Title page

Abstract

[COMMENTS]

<INSERT RELEVANT RESPONSE TAG(S) CORRESPONDING TO THE COMMENTS HERE>

Section titles:

[COMMENTS]

<INSERT RELEVANT RESPONSE TAG(S) CORRESPONDING TO THE COMMENTS HERE>

=====
END OF RESPONSE
=====

A.9 Appendix I: Audit Plan Template

Advanced Software Engineering Project
Audit Plan for Team Daedalus Audit <#NUMBER>

=====
Document: Audit Plan for Team Daedalus Audit <#NUMBER>
Document(s) to be used in this audit: <DOCUMENT NAME AND REVISION NUMBER>
Date: <DD/MM/YY>
Auditor(s): <LOGIN>

=====
Contents
=====

- 1. Introduction
 - 1.1. Purpose and Scope of the Audit
 - 1.2. Audited Organisation
 - 1.3. References
- 2. Audit Input
 - 2.1. Software Products to be Audited
 - 2.2. Entry Criteria
- 3. Audit Process
 - 3.1. Auditor Responsibilities
 - 3.2. Examination Activities
 - 3.3. Audit Review Meeting
 - 3.4. Audit Activity Schedule
- 4. Audit Checklist
- 5. Audit Output
 - 5.1. Evaluation Criteria
 - 5.2. Report Format
 - 5.3. Report Distribution
 - 5.4. Exit Criteria

=====
1. Introduction
=====

1.1. Purpose and Scope of the Audit

This document describes the audit scope, evaluation criteria, examination activities performed, audit findings and any follow up activities. The purpose of the audit is to independently evaluate compliance with the standards and practices specified by 440 Team Daedalus (s440gf). This audit will be a <TYPE OF AUDIT> audit covering all processes and will have a <SPECIFIC> focus. For the entry and exit criteria of this audit, please refer to the audit plan.

<ADD ANY SPECIFIC INFORMATION ABOUT THE SCOPE OF THE AUDIT IF NECESSARY>

1.2. Audited Organisation

The audited organisation is:

433-440 Advanced Software Engineering Project, 2004
Team Daedalus - <SUBTEAM NAME> (<LOGINS>)

The audit initiator is:

<NAME OF THE AUDIT INITIATOR>, <POSITION OF AUDIT INITIATOR>

1.3. References

IEEE Std 1028-1997: IEEE Standard for Software Reviews

IEEE Std 1028-1998: IEEE Standard for Software Reviews and Audits

2. Audit Input

2.1. Software Products to be Audited

The input to this audit is:

- audit plan (this document)

<ADD ANY OTHER DOCUMENTS/ARTEFACTS NEEDED FOR THIS AUDIT>

2.2. Entry Criteria

The entry criteria for this audit are:

- <LOGIN> has decided on the need for an audit
- <AUDITOR LOGIN> had provided the purpose of the audit, products to be audited and evaluation criteria (if any).
- It must have been one month since the day when the last audit finishes.
- The documents used for the audit have already gone through at least one external review.
- All audit inputs listed in section 2.1 are available to the auditor and are ready to be transferred into a printable format.

3. Audit Process

3.1. Auditor Responsibilities

- Auditors shall document all observations of non-conformance (instances where procedures are not used at all or not used correctly) and exemplary conformance (instances where procedure compliance).
- Each observation shall be related to a question listed in the audit checklist (section 4). Where the non-conformance is likely to have a significant impact on product quality or project schedule, it shall be noted as a 'major' observation.

3.2. Examination Activities

The auditor may perform the following examination activities to determine compliance with procedures or standards:

- interview staff
- examining documents
- witness processes

3.3. Audit Review Meeting

In the Audit Review meeting, the following issues may be considered:

- actual extent of implementation of audit plan
- problems experienced in implementing the audit plan
- observations made by auditors
- preliminary conclusions of the authors
- preliminary recommendations of the auditors
- overall audit assessment

3.4. Audit Activity Schedule

<INSERT AUDIT SCHEDULE HERE>

=====

4. Audit Checklist

=====

< INSERT AUDIT CHECKLIST HERE >

=====

5. Audit Output

=====

5.1. Evaluation Criteria

For each checklist item, the following criteria shall be used:

- o PASS:
 - there is evidence that at least 80% of all cases follow this standard or practice. Where practicable and relevant, an example of compliance will be provided.
- o FAIL:
 - there is evidence that less than 50% of all cases do not follow this standard or practice, or that it was not follow correctly. Where practicable and relevant, an example of non-compliance will be provided. All instances of non-compliance do not need to be listed unless the non-compliance is major or is the focus of a specific audit.
 - there is no evidence that the standard has been followed or used
 - the standard or practice makes independent evaluation by an auditor impossible. Where practicable and relevant, a change to the practice may be suggested. The auditor may choose to evaluate a slight variation of the checklist item.
- o SOMETIMES:
 - there is evidence that there are 50% - 80% of all cases that follow this standard or practice. Where practicable and relevant, an example of non-compliance will be provided.
- o N/A
 - the checklist item was not assessed. The reason for non-assessment shall be stated (eg relevant project phase has not been reached)

o ?

- There is uncertainty about the answer to the criteria. The reason for this uncertainty shall be stated. It can be applied in situations where there are no evidence that the standards has been followed or used. The standard or practice makes independent evaluation by an auditor impossible. Where practicable and relevant, a change to the practice may be suggested. The auditor may choose to evaluate a slight variation of the checklist item.

5.2. Report Format

The audit report shall contain the following information:

- Identification
- Purpose and Scope of the Audit
- Audited Organisation
- Software Products Audited
- Evaluation Criteria
- Summary of Audit Findings
- Detailed Findings
- Follow-up Activities

5.3. Report Distribution

The audit report shall be distributed by the reviewer <LOGIN> to:

- Team Daedalus (s440gf@students.cs.mu.oz.au)
- Kendall Lister (krl@students.cs.mu.oz.au)

5.4. Exit Criteria

The audit is complete when:

- The auditor has notified the team regarding the completion of audit via email.
- The audit report has been produced and distributed according to section 5.3
- An auditor review meeting has been held.
- The audit response has been produced.

[End of Document]

A.10 Appendix J: Audit Report

Advanced Software Engineering Project
Audit Report for Team Daedalus Audit <#NUMBER>

=====
Document: Audit Report for Team Daedalus Audit <#NUMBER>
Start Date: <START DATE OF AUDIT - DD/MM/YY>
End Date: <END DATE OF AUDIT - DD/MM/YY>
Auditor(s): <LOGIN>
=====

Contents

- 1. Introduction
 - 1.1. Purpose and Scope of the Audit
 - 1.2. Audited Organisation
 - 1.3. Software Products to be Audited
 - 2. Examination Activities
 - 2.1. Evaluation Criteria
 - 3. Summary of Audit Findings
 - 4. Detailed Findings
 - 5. Follow Up Activities
-

1. Introduction

1.1. Purpose and Scope of the Audit

This document describes the audit scope, evaluation criteria, examination activities performed, audit findings and any follow up activities. The purpose of the audit is to independently evaluate compliance with the standards and practices specified by 440 Team Daedalus (s440gf). This audit will be a <TYPE OF AUDIT> audit covering all processes and will have a <SPECIFIC> focus. For the entry and exit criteria of this audit, please refer to the audit plan.

1.2. Audited Organisation

The audited organisation is:

433-440 Advanced Software Engineering Project, 2004
Team Daedalus - <SUBTEAM NAME> (<LOGINS>)

The audit initiator is:

<NAME OF THE AUDIT INITIATOR>, <POSITION OF AUDIT INITIATOR>

1.3. Software Products to be Audited

The input to this audit is:

- audit plan

<ADD ANY OTHER DOCUMENTS/ARTEFACTS NEEDED FOR THE AUDIT>

2. Examination Activities

Evaluation Criteria

For each checklist item, the following criteria shall be used:

o PASS:

- there is evidence that at least 80% of all cases follow this standard or practice. Where practicable and relevant, an example of compliance will

be provided.

o FAIL:

- there is evidence that less than 50% of all cases do not follow this standard or practice, or that it was not follow correctly. Where practicable and relevant, an example of non-compliance will be provided. All instances of non-compliance do not need to be listed unless the non-compliance is major or is the focus of a specific audit.
- there is no evidence that the standard has been followed or used
- the standard or practice makes independent evaluation by an auditor impossible. Where practicable and relevant, a change to the practice may be suggested. The auditor may choose to evaluate a slight variation of the checklist item.

o SOMETIMES:

- there is evidence that there are 50% - 80% of all cases that follow this standard or practice. Where practicable and relevant, an example of non-compliance will be provided.

o N/A

- the checklist item was not assessed. The reason for non-assessment shall be stated (eg relevant project phase has not been reached)

o ?

- There is uncertainty about the answer to the criteria. The reason for this uncertainty shall be stated. It can be applied in situations where there are no evidence that the standards has been followed or used. The standard or practice makes independent evaluation by an auditor impossible. Where practicable and relevant, a change to the practice may be suggested. The auditor may choose to evaluate a slight variation of the checklist item.

=====

3. Summary of Audit Findings

=====

< INSERT SUMMARY OF AUDIT FINDINGS HERE >

=====

4. Detailed Findings - Audit Checklist

=====

RESULT:
 EVIDENCE:
 COMMENTS:

=====

5. Follow Up Activities

=====

Any changes or reworking suggested by this audit are the responsibility of <SUBTEAM> and QA Team of Daedalus. It is up to them to determine what corrective action is needed to prevent or remove non-conformance, and to

initiate corrective action.

The audit procedure requires that the audited organization emails an audit response within <##> days of the audit meeting. This shall outline any important documents or communication that was overlooked in the audit. It shall point to any objective evidence that supports major conclusions which are contrary to the auditor's findings. Where ambiguous processes led to non-conformance, <SUBTEAM> may wish to explain the reasons for their wording and the context behind their understanding. This audit response constitutes a synthesis of the discussions made in the audit meeting, and may replace the need to produce minutes for that meeting.

[End of Document]

A.11 Appendix K: Research Report Template

Title : Title of research report

Problem

Date :
Requested by :
Research Topic :
Description :
Constraints : provide the values upon which the research will be based.
e.g. cheap is good, inter-platform operability is good, easy to program is good

Research

Date :
Author(s) :
Aim :
Method : eg. read books, search net, ask friend

Sources/References

Names of books, website addresses, etc (like a bibliography)

Preliminary Findings

Provide a summary of preliminary findings of general research.
If you think the material will be useful do a detailed research.

Detailed Findings

Outline the findings of the detailed research.
for example, for a website:

- Website link
- Description of contents
- Synopsis: e.g. looks very hard to implement but cheap, etc
- Perhaps (if applicable) rank the websites found in terms of usefulness

Pros (if applicable)

Outline the advantages of the topic under research.

Cons (if applicable)

Outline the disadvantages and any risk implications.

Recommendations

Provide your recommendations.

=====

A.12 Appendix L: Document Template

```
\documentclass[a4paper, 11pt]{article}
\topmargin=-.3in
\oddsidemargin=-.1in
\evensidemargin=0in
\textwidth=6.5in
\textheight=9in

%%%%%%%%%%%%%%
% DOCUMENT TITLE %
%%%%%%%%%%%%%%
\title{Document Title (ACRONYM)\}
\vspace{20pt} Intelligent Lifestyle \vspace{30pt}}

%%%%%%%%%%%%%%
% TEAM TITLE %
%%%%%%%%%%%%%%
\author{433-440 Team Daedalus (\texttt{s440gf}) \vspace{30pt}}
```

```

%%%%%%%%%%%%%%
% DOCUMENT DATE %
%%%%%%%%%%%%%%
\date{} % Do not have the date shown here

%%%%%%%%%%%%%%
% PACKAGE AND VARIABLE DECLARATION %
%%%%%%%%%%%%%%
\usepackage[colorlinks=true,linkcolor={blue}]{hyperref}
\usepackage{../Common/subsections}
\usepackage{float}
\usepackage{graphicx}
\usepackage{epsfig}
\usepackage{url}
\usepackage{xr}
\setcounter{secnumdepth}{5}
\setcounter{tocdepth}{5}

%%%%%%%%%%%%%%
% Referenced External Documents %
%%%%%%%%%%%%%%
%\externaldocument[SQAP-]{../SQAP/sqap}
%\externaldocument[SRS-]{../SRS/sqap}
% E.g. to reference a section in the SQAP, just use \ref{SQAP-sec:Standards}

%%%%%%%%%%%%%%
% DOCUMENT BODY %
%%%%%%%%%%%%%%
\begin{document}
\maketitle
\thispagestyle{empty} % no page number on this page

%%%%%%%%%%%%%%
% AUTHORS OF THE DOCUMENT %
%%%%%%%%%%%%%%
% Authors are listed in alphabetical order according to login
% Remove unneeded ones
\begin{center}
Carol Sin Yi Poon - (\texttt{csypoon})\\
Dominic Xavier Mendonca - (\texttt{dxm})\\
Glenn Maxwell Fry - (\texttt{gmfr})\\
Ho-Jung Simon Youn - (\texttt{hjsy})\\
Jian Alan Huang - (\texttt{jhua})\\
Kieran James Simpson - (\texttt{kieranjs})\\
Masyuri Jaya Tjhandana - (\texttt{masyurit})\\
Mei Ling Leong - (\texttt{mlleong})\\
Nathaporn Eiamvittayakorn - (\texttt{neiam})\\
Quyen Le Quach - (\texttt{qlq})

```

```
Saw Ai Soon - (\texttt{sasoon})\\
Wendy Wai-Tak Tsang - (\texttt{wwttsang})\\
Yat Ivan Wong - (\texttt{ywong})\\
\end{center}
```

```
%%%%%%%%%%
% DOCUMENT VERSION %
%%%%%%%%%%
\vspace{30pt}
\begin{table}[htbp]
\begin{center}
```

```
Revision: 0.0.0.0 \\
\today \\
```

```
\end{center}
\end{table}
```

```
%%%%%%%%%%
% DOCUMENT MAINTAINER %
%%%%%%%%%%
\vspace{20pt}
\begin{center}
```

```
Maintained by: % Copy and paste from "Author of the Document" section to here
\end{center}
\vspace{50pt}
```

```
%%%%%%%%%%
% DOCUMENT ABSTRACT %
%%%%%%%%%%
\begin{abstract}
\noindent INSERT DOCUMENT ABSTRACT
\end{abstract}
```

```
%%%%%%%%%%
% TABLE OF CONTENT %
%%%%%%%%%%
\newpage
\tableofcontents
```

```
%%%%%%%%%%
% LIST OF FIGURES %
%%%%%%%%%%
\newpage
\listoffigures
```

```
%%%%%%%%%%
% LIST OF TABLES %
```

```
%%%%%%%%%%
\newpage
\listoftables

%%%%%%%%%%
% INPUT SUB DOCUMENTS %
%%%%%%%%%%
%\newpage
%\input{filename.tex}

%\newpage
%\input{filename.tex}

%\newpage
%\input{filename.tex}

%\newpage
%\input{filename.tex}

%\newpage
%\input{filename.tex}

\end{document}
```