



System Development and Life-Cycle Management (SDLCM) Methodology

Subject Content and Format of SDLCM Methodology Procedures	Type	Standard
	Identifier	S-9052
	Effective Date	October 1997
	Revision No.	

Approval

CISSCO Program Director

A. PURPOSE

This standard specifies content and format requirements for NRC SDLCM Methodology procedures.

B. APPLICABILITY

This standard applies to all SDLCM Methodology procedures. It is used by all personnel who develop or review procedures.

C. REFERENCE PUBLICATIONS

The following publications contain related information:

- SDLCM Methodology Handbook
- SDLCM Methodology Standard S-9053, Content and Format of SDLCM Methodology Standards
- SDLCM Methodology Standard S-9055, SDLCM Methodology Document Numbering
- SDLCM Methodology Standard S-3163, Data Flow Diagrams

D. STANDARD

All CISSCO personnel can recommend new procedures and changes to existing procedures. Provide recommendations in writing to the NRC CISSCO Program Director or to the SDLCM Methodology Team. Meet the content and format requirements established below.

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D.1 Format of Procedures

Use the same format and numbering scheme for procedures as for standards. See SDLCM Methodology Standard S-9053, Content and Format of SDLCM Methodology Standards, and SDLCM Methodology Standard S-9055, SDLCM Methodology Document Numbering. The only differences are:

- Use "Procedure" as the Type of document.
- Use "P-" as a prefix to the identifier.

D.2 Content of Procedures

A procedure is a written description of the roles, responsibilities, and steps required for performing an activity or a subset of an activity. Organize the procedure into four sections:

1. Purpose
2. Applicability
3. Reference Publications
4. Procedure

Each of these sections is described in the following paragraphs.

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1. PURPOSE

Describe the desired outcome of performing this procedure, such as the creation of an artifact (for example, develop the code for module x), or the change of state of an artifact (for example, using code review to change the state of code from created to reviewed and certified).

2. APPLICABILITY

Identify the process or activity to which the procedure applies. Also identify personnel who typically perform the process or activity (that is, the users of the procedure). Describe circumstances that might alter the applicability of the procedure.

3. REFERENCE PUBLICATIONS

Identify documents that may help the reader to understand the procedure. Identify the sections of the SDLCM Methodology that define requirements met by the procedure. List, by number and name, other SDLCM Methodology standards and procedures that contain related information that may help the reader understand the scope and intent of the procedure. List Government and industry publications (for example, NRC regulations or directives) that define requirements partially or totally met by the procedure. Supply all relevant bibliographical information.

4. PROCEDURE

The purpose of any procedure is to specify the steps of an activity clearly and unambiguously, the order in which to perform the steps, and the people (in terms of roles) responsible for performing the steps. In other words, a procedure clearly specifies who does what when.

4.1 Data Flow Diagram

Provide a data flow diagram showing the basic steps and the order in which they are to be performed. See SDLCM Methodology Standard S-3163, Data Flow Diagrams, for the conventions for data flow diagrams. An example of a data flow diagram is given in Figure 9052-1. The data flow diagram shown consists of three steps (each of which may be broken down into further detail if necessary).

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	Effective Date	October 1997
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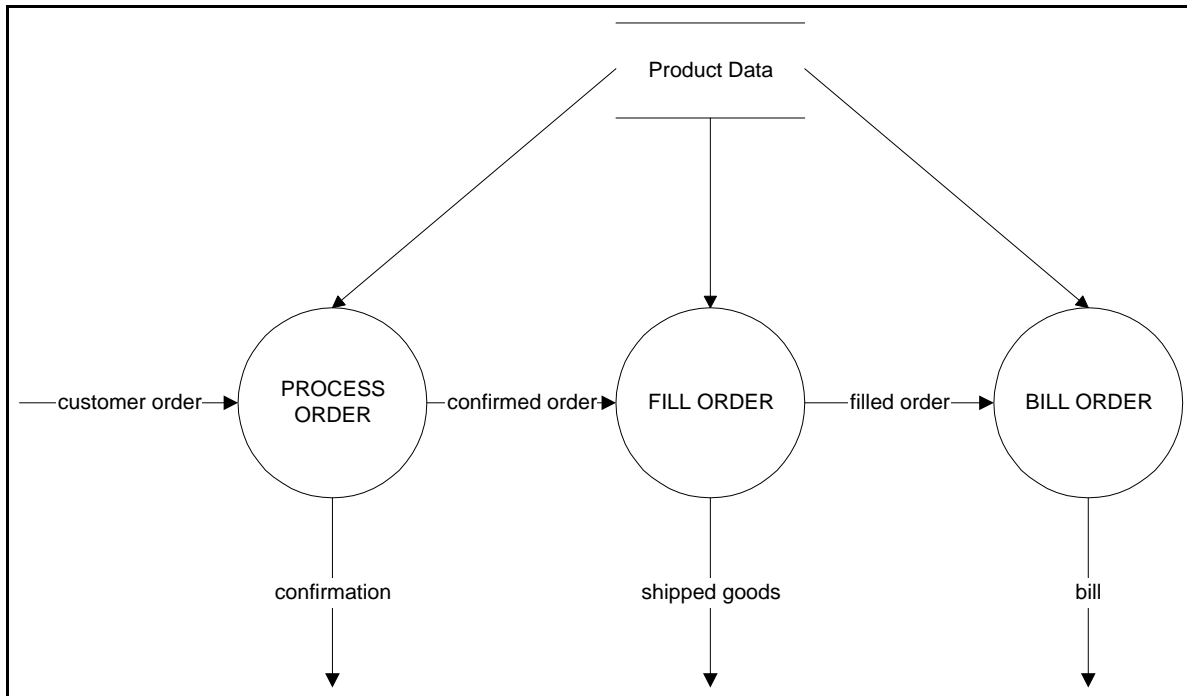


Figure 9052-1. Example of a Data Flow Diagram

4.2 Entry Criteria

Describe the criteria necessary to begin this procedure. Identify both inputs and triggering events. For example, in Figure 9052-1, “Customer Order” is the input.

4.3 Steps

Describe the steps required to perform the activity documented by this procedure. For example, in Figure 9052-1, three steps must be performed: (1) Process Order, (2) Fill Order, and (3) Bill Order.

4.4 Exit Criteria

Describe the exit criteria. Include both outputs and results of the steps. For example, in Figure 9052-1, there are three outputs: (1) a confirmation is sent to the customer, (2) the goods are shipped, and (3) a bill is sent.

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4.5 Verification

Describe how the execution and results of the procedure will be independently verified, usually by the independent quality assurance organization.

4.6 Roles

Provide a table showing the roles responsible for each step. For example, a Step-Role Table corresponding to the example given in Figure 9052-1 is shown in Table 9052-1.

Table 9052-1. Example of a Simple Step-Role Table

Steps	Sales	Shipping	Billing
Process	P		
Fill Order		P	
Bill Order			P

Legend: P=Performs, R=Reviews, A=Approves, S=Supports

Include textual description explaining the Step-Role Table, as required.