System Development and Life-Cycle Management (SDLCM) Methodology

Subject		Type	Standard
Content and Format of SDLCM Methodology Standards		**Identifier**	S–9053
		Effective Date	February 2002
		Revision No.	2

Approval

CISSCO Program Director

A. PURPOSE

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

B. APPLICABILITY

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

C. REFERENCE PUBLICATIONS

The following publication contains related information:

- *SDLCM Methodology Handbook*
- SDLCM Methodology Standard S–9055, SDLCM Methodology Document Numbering

D. STANDARD

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

All standards specify rules and guidelines to be applied to specific products. *Product* standards additionally describe the content of an SDLCM Methodology document product by providing an annotated outline.

Sections D.1 and D.2 describe the content and format of all SDLCM Methodology standards. Section D.3 describes the additional content and format of product standards.

D.1 Content of Standards

Organize the standard into four sections:

     A. Purpose
     B. Applicability
     C. Reference Publications
     D. Standard

Sections are identified by letters rather than Arabic numerals because Arabic numerals are reserved for use within Section D to prescribe the numbered outline of a *product standard*. Each of these sections is described in the following paragraphs.

Under *Purpose*, specify the purpose of the standard. (Do not specify the purpose of the document whose product standard is being defined.)

Under *Applicability*, identify the product or process to which the standard applies. Also identify personnel who typically develop the product or perform the process (that is, the users of the standard). Describe circumstances that might alter the applicability of the standard.

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

Under *Standard*, specify the standard. Assume that the reader has access to other parts of the SDLCM Methodology documentation. State the standard in simple terms. To the greatest extent possible, use declarative sentences beginning with imperative verbs and containing single direct objects. To the extent possible, do not make qualitative statements.

State circumstances under which the scope or rigor of the standard could change. Provide necessary guidance on adapting the standard to small Project/Tasks, special tasks, requirements, or different technology areas.

Divide the text of the standard into numbered subsections. Refer to other SDLCM Methodology policies, directives, procedures, and standards by identifier. Use figures and tables to help the reader understand the intent and scope of the standard. If a figure or table is used, include text to help the reader understand it; that is, explain to the reader the message the figure or table conveys.

D.2   Format of Standards

This section specifies the page layout and the conventions for page headers, section numbers and titles, and figures and tables.

D.2.1 PAGE LAYOUT

The first and subsequent pages of this standard illustrate the layout of SDLCM Methodology standards.

D.2.1.1 First Page

The first page header indicates that the standard is a part of the SDLCM Methodology, identifies the standard, and includes an approval signature.

D.2.1.2 Subsequent Pages

Subsequent pages include only the standard identification block in the header.

D.2.2 PAGE HEADERS

In the subject field of the page header, enter the name of the standard (for example, "Content and Format of SDLCM Methodology Standards"). Enter the word "Standard" in the type field. The SDLCM Methodology Team assigns the identifier for each standard. The effective date is the date when the standard is published and distributed for use. The revision number field contains an integer (but is left blank for the original standard) that indicates the number of times that the standard has been revised.

D.2.3 SECTION NUMBERS AND TITLES

This standard and the following example illustrate the conventions for numbering and titling sections of SDLCM standards:

A. SECTION TITLE BOLD IN ALL CAPS

A.1 Section Title Bold in Initial Caps

A.1.1 SECTION TITLE PLAIN IN ALL CAPS

A.1.1.1 Section Title Plain in Initial Caps

Do not divide a topic beyond the fourth subsection level. Use the block format style for unnumbered paragraphs; that is, do not indent the first line of a paragraph. If a subsection contains a list of items that is meant to imply sequence or order of importance, use a numbered list, for example,

1. Item 1
2. Item 2
3. Item 3

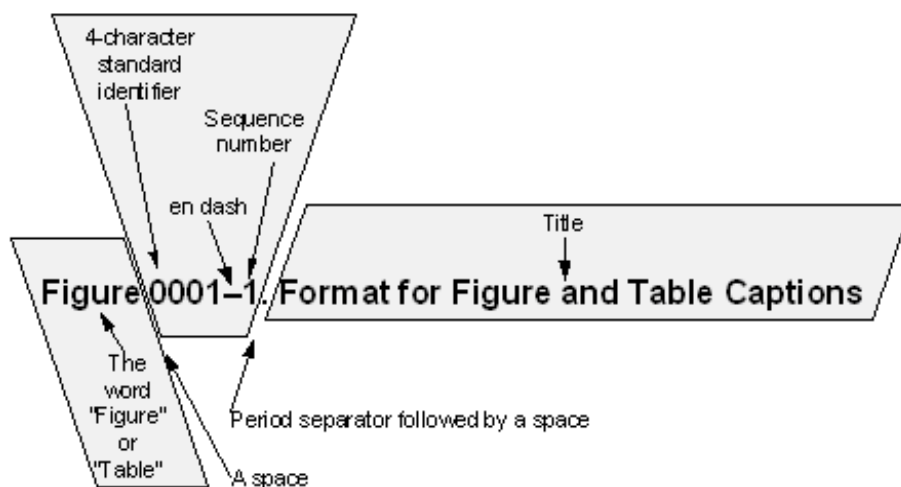Use bullets when sequencing is not implied. For all body text:

- Use a 12-point Arial font
- Justify the paragraphs on the left, but not on the right

(The word processor template for this standard provides the necessary styles to ensure consistency.)

D.2.4 FIGURES AND TABLES

Use 10-point (or 8-point if extra space is needed) Arial (or Helvetica) in figures and tables unless illustrating a feature that requires Times New Roman. Insert a single line box around a figure unless the box would detract from the line art in the figure.

A figure or table caption includes three fields: the word "Figure" or "Table," followed by the four-character identifier of the standard then a period separator and a title. A figure or table number contains two subfields separated by an en dash (not a hyphen): the four-character number of the standard and a sequence number (indicating the order of appearance). Figures and tables each have their own separate set of sequence numbers, each starting with "1" within the standard. Place a period separator and a single space after the figure or table number followed by the title. Figure 9053–1 illustrates the format of figure and table captions.

Figur   **e**
9053–1. Format for Figure and Table Captions

For figures, center the complete figure caption under the figure as shown above. For tables, center the complete table caption above the table. Use 10-point Arial (or Helvetica) bold for all captions. If possible, use figure and table titles that suggest what readers should conclude from the figure or table. See Table 9053–1 for examples.

Table 9053–1. Examples of Captions for Figures and Tables

Poor Captions	Better Captions
Captions	Examples of Captions for Figures and Tables
Table Caption	Good Table Captions Convey Messages

D.3   Content of Product Standards

A product standard has the same format and content as a non-product standard with a specific requirement for Section D. Beginning on a new page after the introductory portion of Section D of a product standard, provide an annotated outline of the product, using the same section and subsection numbers and titles as required for use in the product. The format is illustrated beginning on the following page.

SDLCM Methodology Standard S–1052, Project Action Plan, provides a good example of a product standard. The following pages include a stylized example.

1. INTRODUCTION

Include one or more paragraphs of text in each section to describe the required content of the section in the product.

Every SDLCM Methodology product will require some introductory material. If a standard requires the introductory subsections illustrated within this sample introduction, include them in the order shown. If a particular subsection is not used in a standard, omit it and adjust the numbering. For example, if the Assumptions subsection is not required, then Applicable Documents becomes Section 1.4. (The rule to delete subsections and their numbers applies only to the development of a product standard, not to the tailoring of a product standard for a specific Project/Task.) If additional introductory subsections are required, insert them before the final Overview subsection and adjust the numbering in the standard.

1.1 Background

Describe what happened in the past that led up to whatever this document is about.

1.2 Objectives

Describe the end or ends that we intend to achieve. If there is an overall goal, state that within this section and clarify that it is *the* goal.

1.3   Scope

Describe the scope of the standard being presented. Describe what it does not cover and any constraints related to the use of this standard (for example, this standard may be applicable only to RDBMS based applications, or COTS integration efforts, etc.).

1.4 Assumptions

Discuss what we have assumed because something we need to know has not been explicitly stated as a requirement or background.

1.5 Applicable Documents

List any other documents that apply.

[1.6 Overview]

If applicable in a long document, provide an overview of the sections that follow. The overview subsection is not used in a product standard for a short deliverable (for example, the Project Charter) but is a useful part of the standard for a longer document (for example, the Project Definition and Analysis Document).

2. APPROACH

Describe the approach that will be used to achieve the objectives stated in the introduction.

3. NAME OF SECTION 3

Provide whatever else is required using the section layout illustrated here.

3.1 A Level-2 Subsection

3.1.1 Its Level-3 subsection

3.1.1.1 A Level-4 Section

Include one or more paragraphs of text in each section.

3.1.1.2 A Second Level-4 Section

Include one or more paragraphs of text in each section.

3.1.2 ANOTHER LEVEL-3 SUBSECTION

Include one or more paragraphs of text in each section.

3.2 Another Level-2 Subsection

Include one or more paragraphs of text in each section.

4. YET ANOTHER SECTION NAME

Include one or more paragraphs of text in each section.