

a concise description of the system's purpose, functions, users, scope and benefits expected in the context of the client's organization;

a description of any constraints affecting the design or operation of the system; and

a description of why an automated system was considered feasible.

- a **System Overview** consisting of a brief and general description of the system's structure including such items as menus, functions, sub-systems, query and reporting facilities, file structures, and security features;
- **Installation/Conversion Instructions** including:
  - a description of the hardware and software requirements needed to operate the application; installation procedures (& conversion procedures if a new version); and
  - restoration procedures.
- **Step-by-step User Operating Procedures** covering:
  - startup;
  - input of data, including sources of information;
  - retrieval of information;
  - output of information;
  - backup and recovery;
  - maintenance, including file retention, archival, and disposal; and
  - user training materials.
- **Other Systems Documentation** including:
  - listings of field and record definitions, including editing and data validation requirements;
  - a listing and brief descriptions of all outputs (on-line, printed reports and stored files);
  - source code listings (if applicable);
  - a listing of error messages and correction procedures;
  - a listing of all tables (internal reference, look-up);
  - a description of the system's database structure (if applicable); and
  - a description of any security, audit trail, performance, or compatibility requirements.

This is by no means a complete list, nor are all items listed above required for all systems. For more specific information, refer to the Service Contract Administration Manual and/or contact the Contract Review Board (MFDC) or the Materiel Procurement and Transportation Division (MRM).

### **5.7.3 User-Written Software**

When you are writing your own software, two kinds of documentation are necessary.

Probably the most important thing you can do is to carefully document the code you write. We can almost guarantee that six months later, when you want to change a section of code, you will have great difficulty remembering what that section of code actually does.

If you intend for others to be able to use your program, they will definitely need documentation. This documentation should include: