In general, the document for the team project should contain the following sections. Depending on the nature of the project and the way the project is organized, new subsections may be added, or inappropriate subsections may be omitted.

Prepare the documents with Microsoft Word.

1.0 PRODUCT DEFINITION

1.1 Problem Statement
1.2 Functions to be Provided
1.3 Processing Environment: Hardware/Software
1.4 User Characteristics
1.5 Solution Strategy
1.6 Product Features
1.7 Acceptance Criteria
1.8 Sources of Information
1.9 Glossary of Terms

2.0 PROJECT PLAN

2.1 Life Cycle Model
2.2 Team Structure
2.3 Development Schedule: Milestones and Reviews
2.4 Project Monitoring and Control Mechanisms
2.5 Programming Languages and Development Tools
2.6 Testing Requirements
2.7 Supporting Documents
2.8 Manner of Demonstration
2.9 Maintenance Considerations
2.10 Method and Time of Delivery
2.11 Sources of Information
2.12 Glossary of Terms
2.13 List of Acronyms

3.0 SOFTWARE REQUIREMENTS SPECIFICATIONS

3.1 Product Overview and Summary
3.2 Development/Operation/Maintenance Environments
3.3 External Interfaces and Data Flows
   3.3.1 User Display and Report Formats
   3.3.2 User Command Summary
   3.3.3 High-Level Data Flow Diagrams
   3.3.4 Logical Data Sources and Sinks
   3.3.5 Logical Data Stores
   3.3.6 Logical Data Dictionary
3.4 Functional Specifications
3.5 Performance Requirements
3.6 Exception Conditions/Exception Handling
3.7 Early Subsets and Implementation Priorities
3.8 Foreseeable Modifications and Enhancements
3.9 Acceptance Criteria
   3.9.1 Functional and Performance Tests
   3.9.2 Documentation Standards
3.10 Design Guidelines
3.11 Sources of Information
3.12 Glossary of Terms

4.0 DESIGN DOCUMENT

4.1 Prototype Report
   4.1.1 Introduction
   4.1.2 Prototype Software Requirements
   4.1.3 Prototype Design
      4.1.3.1 User Displays and Report Formats
      4.1.3.2 User Command Summary
      4.1.3.3 Detailed Data Flow Design
      4.1.3.4 Structure Diagrams
      4.1.3.5 Functional Descriptions & Parameter Specifications
      4.1.3.6 Logical Data Structures
   4.1.4 Prototype Testing
   4.1.5 Results of Prototype Development

4.2 External Design Specifications
   4.2.1 User Display and Report Formats
      4.2.1.1 Modest Version
      4.2.1.2 Enhanced Version
   4.2.2 User Command Summary
   4.2.3 Detailed Data Flow Diagrams
   4.2.4 Logical Data Stores
   4.2.5 Logical Data Dictionary
   4.2.6 Logical Format of Data Files

4.3 Architectural Design Specifications
   4.3.1 Structure Diagrams
   4.3.2 Logical Data Structures

4.4 Detailed Design Specification
   4.4.1 Functional Descriptions, Parameter Specifications, and Pseudocode
   4.4.2 Physical Data Structure and Data File Specifications
   4.4.3 Packaging Specifications

5.0 TEST PLAN

5.1 Unit Testing
5.2 Integration Testing
5.3 Acceptance Testing
   5.3.1 Functional Testing
5.3.2 Performance Tests
5.3.3 Stress Tests

6.0 PROJECT LEGACY

6.1 Project Description
6.2 Initial Expectations
6.3 Current Status of the Project
6.4 Remaining Areas of Concern
6.5 Activities/Time Logs
6.6 Technical Lessons Learned
6.7 Managerial Lessons Learned
6.8 Recommendations to Future Projects

7.0 USER'S MANUAL

7.1 Introduction
  7.1.1 Product Rationale and Overview
  7.1.2 Terminology
  7.1.3 Basic Features
  7.1.4 Summary of Display and Report Format
  7.1.5 Outline of the Manual
7.2 Getting Started
  7.2.1 Invoking
  7.2.2 Sample Run
7.3 Modes of Operation: Commands/Displays/Options
7.4 Advanced Features
7.5 Command Syntax and System Options