IMS2501: Second Year Studio  
Assignment 3  
User Manual and Test Planning  

Aims:
The aims of this assignment are to:
- demonstrate your understanding of the general principles to produce good user documentation;
- demonstrate your understanding of test planning principles, and apply these skills to a specific business context;
- develop your team and project management skills.

Value:
This assignment is worth 10% of the total assessment for the subject, made up of individual and team components.
- User Manual document – 5 %
- Test Plan – 5 %

Assignment Outline:
Your team is about to commence implementing a working conference system, at the same time your team is required to draft a user manual and devise a test plan for the system (even though the working system has not been implemented yet). This assignment requires you to use the conference system design requirements and the design specification to produce;
- A draft user manual.
- A test plan

Due Date:
Week 9: beginning 2nd May, 2005, at the end of your studio session.

Peer Review / Project Team Contributions:
Each student in the team must fill out the newly designed Peer Review / Project Contribution form. This will be done individually and will be distributed and collected by the studio staff during the studio session of Week 9.

Assessment Notes:
Please refer to Section 11 - Appendix C in the Student Guide for details about Standards for presentation, Assignment cover sheets, Extensions and Submission and Return of assignments.
Task 1 – Produce a User Manual

Your task is to draft a user manual for users of the new automated conference system.

Task Deliverable:

(one document which includes all the team and individual components) Note: Each individual component must be labelled with the student’s name and ID

User Manual – report sections:

Conventions Used team (2 marks)
Describe the meaning of any conventions that are frequently used in the manual.

System Requirements team (4 marks)
Describe both the hardware and software requirements needed to ensure successful execution of the system.

Software Installation team (4 marks)
Outline the steps involved to install the system. Remember your system should be packaged in some fashion (ie files may be packed so would need unpacking). You should also describe the directory structure (ie. Indicate where various files are kept or the specify purpose of the different directories).

Using the System individual (10 marks)
A narrative overview describing how to use the main functions of the automated conference system. Each team member should provide snapshots of the Graphical User Interfaces taken from their prototypes for their own functions along with an explanation of how to use their own functions.

Contact Details team (1 mark)
Supply contact details of the team responsible for updating the document and/or correcting software problems encountered.

Glossary of Terms team (2 marks)
Any terminology, acronyms, etc that the user may be unfamiliar with, will need to be explained.

Trouble Shooting team (2 marks)
This section should contain commonly made mistakes on part of the user with a clarification of the correct process.
**Task 2 – Test Plan**
Your task is to produce a test plan for the new automated conference system.

**Task Deliverable:**
Test Plan Document [25 marks]
(\textit{one document which includes all the team and individual components}) \textbf{Note: Each individual component must be labelled with the student’s name and ID}

**Test Plan – report sections:**

- **The testing process** \textit{team (5 marks)}
  Each team will need to identify the stages of their testing process. Give a brief description of the stage and its purpose.

- **Requirements Traceability** \textit{individual (5 marks)}
  Users of the system are \textbf{most} interested in that the system meets its requirements (ie. can generate various reports, add papers, assign reviewers, etc.) so testing should be planned so that all the requirements are individually tested. As a team specify what user requirements of the system will be tested. Note refer to your Requirements Analysis report and the Use Case narratives for a description of the types of events an actor using the system would want to complete.

- **Tested Items** \textit{team (marks for this section are included in the test recording procedure)}
  Specify what functions/modules/classes/interfaces of the system will be tested. This will then feed into the test recording procedure.

- **Testing Schedule** \textit{team (5 marks)}
  Should include an overall testing schedule and resource allocation for the schedule. This is obviously link to the project management plan, and may be extracted directly form the project management plan.

- **Test recording procedure** \textit{team (8 marks)}
  After the system has been implemented it is not enough to simply run the tests. A record of the results of the test are recorded along with the associated inputs. However, since the team is devising the test plan and not actually carrying out the test procedure, a strategy will need to be devised which shows how the team will systemically record the results of the test they run, and the associated inputs. The recording procedure should include the test item, name of tester, inputs into the system, expected output/results and actual output. A series of test cases derived from the Requirements Analysis should be identified. \textit{Remember your team is not actually running the test so the actual output will be left blank at this stage.}

- **Hardware and Software Requirements** \textit{team (1 marks)}
  Set out software tools required and estimated hardware utilization

- **Constraints** \textit{team (1 mark)}
  Constraints affecting the testing process such as staff shortages should be anticipated in this section.
User Manual Assessment Guide:

General sections

- Format, presentation standard and completeness of report
- Clarity of writing
- Appropriateness of each report section
- Problem/solution identification descriptions
- Target audience identified?
- Has a consistent approach been used (wording, structure, layout)?
- Does it follow good documentation standards?
- Have the principles of good documentation development been followed
- Useability – can I easily find what I'm looking for

Individual sections

- completeness of screen shots with respect to system functionality
- conformance to standard diagramming conventions and rules
- consistency between labelling diagrams
- conformance to standard diagramming conventions and rules
- Is all functionality explained?

Testing Assessment Guide:

General sections

- Format, presentation standard, completeness of report, clarity of writing
- Appropriateness of each report section
- Was a reasonable testing process followed, Was testing planned?
- Are all tested items identified? Was a testing schedule developed?
- Were constraints – factors affecting the testing process documented?

Individual sections

- Evidence of testing results, inputs
- consistency between labelling diagrams
- conformance to standard diagramming conventions and rules