



Title: **SIP Job Aid for Documentation Standard Elements** Issue Date: **27 Jun 2002**  
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MLID#: **25212** From: **SIP Process Group**  
Version: **1.0** SIP-Team@ems.att.com

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## 1. Introduction

This job aid augments information found in **SIP Process Asset Documentation Guidelines** (Master List ID Number (MLID#) 25211). It illustrates the various WORD “styles” that are recommended for use in process assets defined as part of the Solution Integration Process (SIP). It also provides examples of recommended wording that can be used in various situations. For further examples of wording and structure, please refer to the following templates:

- [SIP Controlled Document Template Skeleton](#) (MLID# 25213)
- [SIP Quality Record Template Skeleton](#) (MLID# 25217)
- [SIP Sub-Process Description Skeleton](#) (MLID# 25220)
- [SIP Procedure Description Skeleton](#) (MLID# 25221)
- [SIP Excel Quality Record Template Skeleton](#) (MLID# 25735)

## 2. Terminology

Within this document, each acronym is spelled out at its first occurrence, followed by the acronym in parenthesis. A complete glossary can be found in **NTD Acronyms and Definitions** (MLID# 10762).

## 3. Heading 1

This heading level is normally followed by the Body Text style.

### 3.1 Heading 2

This heading level is normally followed by the Body Text style.

#### 3.1.1 Heading 3

This heading level is normally followed by the Body Text style.

##### 3.1.1.1 Heading 4

This heading level is normally followed by the Body Text Indent style.

## 4. Normal and Body Text

This is an example of the Normal style. The paragraph style includes “widow/orphan control” and “keep lines together”. It is single-spaced and left justified. All other styles are based on the Normal style.

This is an example of the Body Text style.

This is an example of the Body Text Indent style.

This is an example of the Body Text Lead-In style. It is used to introduce lists, tables, etc. The paragraph style includes “keep with next”. It is set up to go into a bullet list:

- Bullet 1
- Bullet 2

## 5. Bullets and Numbering

### 5.1 Bullets

The Body Text Lead-In style is used to introduce a bullet list.

- This is an example of the List Bullet style.
- This is an example of the List Bullet Lead-In style, used to introduce a list of sub-bullets. The paragraph style includes “keep with next”.
  - This is an example of the List Bullet 2 style.
  - List Bullet 2
- List Bullet

### 5.2 List Numbers

The Body Text Lead-In style is used to introduce a numbered list.

- 1) This is an example of the List Number style. The paragraph style includes “keep with next”.
- 2) This is an example of the List Number Lead-In style, used to introduce a subordinate list.
  - a) This is an example of the List Number 2 style.
  - b) List Number 2
- 3) List Number

### 5.3 Step Numbers

1. This is an example of the Step Number style.
  - a) This is an example of the Step Number 2 style.
  - b) Step Number 2
    - i) This is an example of the Step Number 3 style.
    - ii) Step Number 3
2. Step Number
3. Step Number

## 6. Tables

This is an example of the Table Heading style. The paragraph style includes “keep with next”.

This is an example of the Table Entry style.

**Table 1 – This is an example of the Caption style**

Column 1 Heading	Column 2 Heading	Column 3 Heading	Column 4 Heading
Table entry			
Table entry			
Table entry			

The table is set up in “Grid 5” format, with the rows not allowed to break across pages and the heading row repeating on page break. The space between columns is .1” and the row height is “auto”. The caption is auto-numbered.

Here is a table with row numbers (auto-numbered):

**Table 2 – With Row Numbers**

#	Column 1 Heading	Column 2 Heading	Column 3 Heading	Column 4 Heading
1.	Table entry			
2.	Table entry			
3.	Table entry			

## 7. Footnotes

This is an example of text with a footnote<sup>1</sup>. The footnote number uses the Footnote Reference style.

Here’s some more text with another footnote<sup>2</sup>.

## 8. Miscellaneous Styles

---

This is an example of the Document Label style. It has a top border, and is used beneath the AT&T globe logo.

**This is an example of the Doc Info style. It is used to populate the attributes provided at the top of the first page, in the table of document information.**

This is an example of the Label style. It is used in the table of document information at the top of the first page, to identify what attributes are required.

**This is an example of the Title style. It is used as the heading for the Table of Contents.**

This is an example of the Footer style. It is a smaller font used in the footer of the document.

---

1 This is an example of the Footnote Text style.

2 Here’s another footnote.

## 9. Standard Wording

### 9.1 Terminology (examples)

Within this document, each acronym is spelled out at its first occurrence, followed by the acronym in parenthesis. A complete glossary can be found in **NTD Acronyms and Definitions** (MLID# 10762).

Within this document, each acronym (with the exception of Quality Gates) is spelled out at its first occurrence, followed by the acronym in parenthesis. A complete glossary can be found in **NTD Acronyms and Definitions** (MLID# 10762). For additional information on Quality Gates, see **NTD/SIP Quality Gates** (MLID# 16358).

### 9.2 Functional Roles and Responsibilities (examples)

Functional Role	Description:
Functional Role 1	
Functional Role 2	
Functional Role 2	

This procedure does not dictate how functional roles are assigned. A functional role does not equate to a person but is a set of activities that must be performed. These activities may be performed by more than one person, and individuals may, at various stages, perform multiple roles. Functional roles are not level-bound or person-bound. For a complete list of training requirements associated with each functional role, see **NTD Functional Roles and Responsibilities** (MLID# 483).

Various SIP process associates may act in the following capacities throughout this procedure.

Capacity	Description
Capacity 1	
Capacity 2	
Capacity 3	

### 9.3 Creation of Outputs

When referring to a required template (format and content required):

- The **Role** Name creates the <name of record/doc> using the XXXX Template (MLID# nnnnn).

When referring to an optional template (neither format nor content is required):

- The **Role** Name creates the <name of record/doc>. The XXXX Template (MLID# nnnnn) is available for optional use.

When referring to a template with required content but optional format:

- The **Role** Name creates the <name of record/doc>. The XXXX Template (MLID# nnnnn) provides required content, but other formats are acceptable.

After referring to a template that has separate instructions:

- See **Instructions for SIP Templates** (MLID# 22528) for assistance in completing the template.

If there are separate guidelines/procedures regarding creation of the product:

- For background information on <nnnn>, see **SIP Guidelines and Procedures** (MLID# 22527).

## 9.4 Review/Approval and Maintenance of Outputs

### 9.4.1 Controlled Documents

The <functional role> schedules and conducts a review of the <Controlled Doc Name> and identifies reviewers/approvers including, at a minimum, a Functional Role 1, Functional Role 2 and Functional Role 3. It is recommended that the Functional Role 4 and the Functional Role 5 also be included as reviewers.

Upon approval, the <functional role> creates and files the <Controlled Doc Name> Review/Approval Record (RAR) and places the <Controlled Doc Name> under control by Qx.

The <functional role> maintains the <Controlled Doc Name>, resolving Modification Requests (MRs) issued against it and placing subsequent issues under control.

### 9.4.2 Quality Records

The <functional role> schedules and conducts a review of the <QR Name> and identifies reviewers/approvers including, at a minimum, a Functional Role 1, Functional Role 2 and Functional Role 3. It is recommended that the Functional Role 4 and the Functional Role 5 also be included as reviewers.

Upon approval, the <functional role> creates and files the <QR Name> RAR and files the <QR Name> by Qx.

## 10. Inputs/Outputs (example)

### 10.1 Inputs (example)

The following table lists the primary input(s) for this <procedure/subprocess>.

Input	Description	Source
Input 1		
Input 2		
Input 3		

## 10.2 Outputs – Controlled Documents & Data (example)

There are no controlled document/data outputs for this <procedure/subprocess>.

The table below represents all possible controlled document/data outputs.

Controlled Document/Data	Description	Stored By	Required Reviewers / Approvers
Controlled document/data 1	Document...	Functional Role	Functional Role 1 Functional Role 2
Controlled document/data 2	Data...	Functional Role	Functional Role 1 Functional Role 2
Controlled document/data 3	Document...	Functional Role	Functional Role 1 Functional Role 2

## 10.3 Outputs – Quality Records (example)

There are no Quality Record outputs for this <procedure/subprocess>.

The table below lists all possible Quality Record outputs. All Quality Records are retained for a minimum of 2 years.

Quality Record	Description	Stored By	Stored In	Retention
Quality Record 1		Functional Role		
Quality Record 2		Functional Role		
Quality Record 3		Functional Role		

## 10.4 Outputs – Other (example)

None.

Output	Description	Destination
Other Output 1		
Other Output 2		
Other Output 3		

## 11. Glossary (example)

**[Instructions:** List and spell out any acronyms used in this document. Define terms with special meanings in this document. New or unfamiliar terms should be defined. Terms that are known to have many meanings (e.g., provisioning) should be defined in the context of this document. Sort the table in alphanumeric order by term/acronym.]

Term or Acronym	Definition
AAA	Spell out acronym
Term	Define Term

## 12. Acknowledgments (example)

**[Instructions:** Give credit where credit is due. The following boilerplate text may be used or modified as appropriate.]

The document owner thanks all contributors for their support in preparing this document.

## 13. References (example in an output document)

**[Instructions:** List the other documents referenced in the body of this document; sort by MLID#. If no other documents were referenced, replace the contents of this section by the following statement: "None."]

MLID#	Document Title
nnnnn	<xxxxx>
nnnnn	<xxxxx>
nnnnn	<xxxxx>

## 14. References (examples in a subprocess/procedure document)

### 14.1 Templates (example)

[**Instructions:** List all templates mentioned in the body of the document. Be sure all are under control in ODMS. Sort by MLID#. If there are none, replace the contents of this section by the following statement: "None."]

<b>MLID#</b>	<b>Template Title</b>
nnnnn	<u>Template 1</u>
nnnnn	<u>Template 2</u>
nnnnn	<u>Template 3</u>

### 14.2 Local Procedures (example)

Refer to the **Index of SIP Local Procedures** (via the SIP Home Page) for a complete list of Local Procedures that augment SIP process or procedure descriptions.

### 14.3 Other References (example)

[**Instructions:** List all controlled documents mentioned in the body of the document. Be sure all are under control in ODMS. Sort by MLID#.]

<b>MLID#</b>	<b>Document Title</b>
483	<b><i>NTD Functional Roles and Responsibilities</i></b>
8431	<b><i>Solution Integration Process (SIP) Description</i></b>
10762	<b><i>NTD Acronyms and Definitions</i></b>
16358	<b><i>NTD/SIP Quality Gates</i></b>
17178	<b><i>S&amp;ND Software Development Policies</i></b>

## 15. Change History (example)

Version	Issue Date	Effective Date	Reason for Re-Issue
1.0	dd MMM yyyy	dd MMM yyyy	Initial issue
a.b	dd MMM yyyy	dd MMM yyyy	Indicate WHY the document is being modified

## 16. Log of Changes (example)

**[Instructions:** Describe the changes that were made in the current reissue, and where they occurred in the document. If this is the initial issue, replace the contents of this section by the following statement: "Does not apply for initial issue."]

The log of changes for previous versions can be found in the archived previous versions. See Librarian for access.

Changes for Version a.b:

- First change
- Second change
- Etc.

## 17. References

### 17.1 Templates

<b>MLID#</b>	<b>Template Title</b>
25213	<u>SIP Controlled Document Template Skeleton</u>
25217	<u>SIP Quality Record Template Skeleton</u>
25220	<u>SIP Sub-Process Description Skeleton</u>
25221	<u>SIP Procedure Description Skeleton</u>
25735	<u>SIP Excel Quality Record Template Skeleton</u>

### 17.2 Local Procedures

Refer to the **Index of SIP Local Procedures** (via the SIP Home Page) for a complete list of Local Procedures that augment SIP process or procedure descriptions.

### 17.3 Other References

<b>MLID#</b>	<b>Document Title</b>
10762	<b><i>NTD Acronyms and Definitions</i></b>
16358	<b><i>NTD/SIP Quality Gates</i></b>
22527	<b><i>SIP Guidelines and Procedures</i></b>
22528	<b><i>Instructions for SIP Templates</i></b>
25211	<b><i>SIP Process Asset Documentation Guidelines</i></b>

## 18. Change History

<b>Version</b>	<b>Issue Date</b>	<b>Effective Date</b>	<b>Reason for Re-Issue</b>
1.0	27 Jun 2002	27 Jun 2002	Initial issue to address SIP MR# 152

## 19. Log of Changes

Does not apply for initial issue.