

## Instructions for All SPD Forms

Table C-1 Instructions for Form SPD-1: General Information

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Organization	Identify the Originator's organization by name.
7. Project Manager	Insert the Project Manager's name (and phone extension).
8. Customer	Identify the customer (and experience in project attributes)
9. Platform	Insert both the host and target (if different) hardware platform and operating system.
10. Development type	Circle the most appropriate development type.
11. Development approach	Insert the most appropriate development paradigm or approach.
12. Step in the process after which data is collected	Based upon your development approach, identify what step in the process you are currently at.
13. Year of expected IOC	Identify the year in which development began in earnest.
14. Application type	Circle the most applicable application type. If there are multiple applications, circle them and put a note in box 19, special factors.
15. COCOMO model	Circle the COCOMO II model in use.
16. Brief project description	Summarize the goals of the project in terms of what products it hopes to deliver.
17. References	Cite references about the project and its progress. These may be customer documents or internal memoranda.
18. Project attributes	Put an "X" in appropriate rating box. For the most, rating guidelines are in Chapters 2 and 3 in the book. If you don't know an answer, say so in the extreme right column of the table. Three "other" parameters are included to allow you to expand the list to include any additional factors that drive cost on your project (e.g., security). Recognize that these factor ratings will be updated at anchor points along with your estimates.

## Instructions for All SPD Forms

Table C-2a Instructions for Form SPD-2a: Phase Summaries (Waterfall-based process)

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Resource Summary by Phase	<ul style="list-style-type: none"> <li>▪ Start by inserting the phases of your life cycle in the left most column.</li> <li>▪ Then, enter the anchor points for the phase.</li> <li>▪ Next, insert the start and end dates for the phase.</li> <li>▪ Then, enter the number of person months (PM) for each of the following activities: <ul style="list-style-type: none"> <li>- RA (Requirements Analysis)</li> <li>- DES (Design)</li> <li>- CUT (Code and Unit Test)</li> <li>- I&amp;T (software Integration &amp; Test)</li> <li>- Blank (for any activity you wish to collect resources)</li> </ul> </li> <li>▪ Finally, summarize the PM and duration by phase.</li> </ul>
7. Error Summary by Phase	<ul style="list-style-type: none"> <li>▪ Start by inserting the phases of your life cycle in the left most column.</li> <li>▪ Then, enter the names for the anchor points for the phase.</li> <li>▪ Next, insert the start and end dates for the phase.</li> <li>▪ Then, enter the number of errors found by designated activity and total by phase.</li> <li>▪ Next, insert the number of errors removed by phase.</li> <li>▪ Finally, identify the SLOC (Source Line of Code) count estimated during the phase or the actual. Backfire to get this count if you are using object, feature or function points to size your system.</li> </ul>
8. Other Project Costs by Phase	<ul style="list-style-type: none"> <li>▪ Start by inserting the phases of your life cycle in the left most column.</li> <li>▪ Then, enter the anchor points for the phase.</li> <li>▪ Next, insert the start and end dates for the phase.</li> <li>▪ Finally, enter the dollars expended for travel, materials, training, documentation and other non-labor costs in the appropriate column.</li> </ul>

## Instructions for All SPD Forms

Table C-2b Instructions for Form SPD-2b: Phase Summaries (MBASE/RUP-based process)

<i><b>Item</b></i>	<i><b>Description</b></i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Resource Summary by Phase	<ul style="list-style-type: none"> <li>▪ Start by confirming the phases of your life cycle (Inception, Elaboration, Construction and Transition) in the left most column; if other names as used, please provide them along with a mapping to the MBASE/RUP phase names.</li> <li>▪ Then, enter the anchor points for the phase.</li> <li>▪ Next, insert the start and end dates for the phase.</li> <li>▪ Then, enter the number of person months (PM) for each of the following activities: <ul style="list-style-type: none"> <li>- MGT (Management)</li> <li>- ENV (Environment incl. CM)</li> <li>- REQ (Requirements incl. Bus. Modeling)</li> <li>- DES ( Design)</li> <li>- Impl (Implementation)</li> <li>- ASS (Assessment incl. Test, QA, R/D V&amp;V)</li> <li>- DEP (Deployment)</li> </ul> </li> <li>▪ Finally, summarize the PM and duration by phase.</li> </ul>
7. Error Summary by Phase	<ul style="list-style-type: none"> <li>▪ Start as in 6., above.</li> <li>▪ Then, enter the names for the anchor points for the phase.</li> <li>▪ Next, insert the start and end dates for the phase.</li> <li>▪ Then, enter the number of errors found by designated activity and total by phase.</li> <li>▪ Next, insert the number of errors removed by phase.</li> <li>▪ Finally, identify the SLOC (Source Line of Code) count estimated during the phase or the actual. Backfire to get this count if you are using object, feature or function points to size your system.</li> </ul>
8. Other Project Costs by Phase	<ul style="list-style-type: none"> <li>▪ Start as in 6., above.</li> <li>▪ Then, enter the anchor points for the phase.</li> <li>▪ Next, insert the start and end dates for the phase.</li> <li>▪ Finally, enter the dollars expended for travel, materials, training, documentation and other non-labor costs in the appropriate column.</li> </ul>

## Instructions for All SPD Forms

Table C-3 Instructions for Form SPD-3: Component Summaries

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Type of component	Circle or describe under "other" the type of components that you are estimating (or counting).
7. Component size (SLOC)	Summarize by component the number of new, adapted and reused SLOCs by component and the factors that influence derivation of equivalent size (i.e., AAF, SU, AA, UNFM, and number of requirements). Definitions for these factors are found in the glossary and chapter 2 of this book.
8. SLOC counting conventions	Circle or describe under "other" the conventions used to count SLOCs.
9. Programming language	Name your primary and secondary programming languages.
10. Percentage of code automatically generated	Insert the percentage of code (actual or estimated/total size) and the name of the generator/translator used.
11. Adapted code assumptions by component	For each component listed, identify the assumptions used to develop your AAF (i.e., percent design, code and integration modified) in the appropriate column.
12. Object, feature or unadjusted function points assumed per component	For each component listed, identify the number of object, feature or unadjusted function points assumed in the appropriate column; include the component languages and associated backfiring ratios (the SLOCs per function point by language).
13. Additional details	Provide any additional information that sheds light on the hierarchy, relationship and size of your components.

## Instructions for All SPD Forms

Table C-4 Instructions for Form SPD-4: COCOMO II Progress Runs

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Starting point	Identify the point in the life cycle where the run starts.
7. Ending point	Identify the point in the life cycle where the run ends.
8. Progress information	Summarize by anchor point and date the results of the runs in terms of both your cost-to-complete (in PM) and schedule-to-complete (in months). List each run if you have more than one per date. Put amplifying details in the remark column.
9. Component information	<p>Summarize the following information derived by run by component in the appropriate columns:</p> <ul style="list-style-type: none"> <li>▪ Total ESLOC (Equivalent SLOC) used for the run</li> <li>▪ The composite SF (Scale Factor) rating</li> <li>▪ The composite EAF (Effort Adjustment Factor)</li> <li>▪ The total estimated effort in PM</li> <li>▪ The SCED adjustment made (if any)</li> <li>▪ The total estimated effort</li> </ul> <p>At the bottom of the columns, summarize the entries.</p>

## Instructions for All SPD Forms

Table C-5 Instructions for Form SPD-5: COCOMO II Project Actuals

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Actual cost data	Tabulate the following four actuals based upon your records: <ul style="list-style-type: none"> <li>▪ Total number of person months expended on the project</li> <li>▪ Total number of SLOCs developed on the project</li> <li>▪ Total number of calendar months consumed by the project</li> <li>▪ Total number of defects made (and corrected) on the project</li> </ul>
7. Lessons learned summary	Summarize the five most important lessons learned on the project. Provide amplifying detail in a lessons learned report as appropriate.
8. Component size	Summarize the total number of estimated, actual, adapted, reused, generated and translated SLOCs and requirements upon which they were based in the appropriate columns by component. Total the columns at the bottom of the table.
9. Project attributes	Develop a composite rating for the COCOMO II scale factors and effort multipliers based upon project actuals.
10. Actual Resource Summary by Phase	Summarize the actual effort and schedule expended by phase. Total across all phases at the bottom of the table.

## Instructions for All SPD Forms

Table C-5a Instructions for Form SPD-5a: COCOMO II Actuals: Simple Completed Project

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Organization	Identify the Originator's organization by name.
7. Starting Milestone	Identify the project milestone after which data is collected.
8. Ending Milestone	Identify the project milestone after which data is no longer collected.
9. Total no. of person-months	Total number of person-months expended on the project.
10. Total no. of calendar months	Total number of calendar months consumed by the project.
11. Equivalent SLOC	Report the total equivalent SLOC developed for the project (defined in Chapter 2).
12. Total no. of SLOC reused	Report the total SLOC reused for the project (defined in Chapter 2).
13. Non-trivial defects detected	Total number of non-trivial defects reported and tracked on the project.
14. Defect detection starting milestone	Identify the project milestone after which defect detection data is collected.
15. Project attributes	Put an "X" in appropriate rating box. For the most, rating guidelines are in Chapters 2 and 3 in the book. If you don't know an answer, say so in the extreme right column of the table. An "other" parameter is included to allow you to expand the list to include any additional factors that drive cost on your project (e.g., security). Recognize that these factor ratings will be updated at anchor points along with your estimates.
16. Special project characteristics or lessons learned	Explain those special factors or characteristics that you believe influence your cost estimate or cost history, and record any major lessons learned on either cost estimation or productivity improvement.

## Instructions for All SPD Forms

Table C-6a Instructions for Form SPD-6a: COCOTS Project Level Data

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Project Domain	Circle or describe under "other" the general application domain of your system.
7. Where does COTS assessment occur in life cycle?	Indicate when COTS products are assessed prior to selection (e.g., pre-, during, or post requirements definition?).
8. Delivery Scheduling	Circle the item that best describes how the system is to be delivered for final acceptance test.
9. Schedule Duration	Insert the overall number of months from the start of the project to final delivery, or to the end of the last phase being reported.
10. Project Total Effort	Insert the overall effort accrued to the project during development and/or during maintenance.
11. Standard Person-month	Insert the number of effective work hours you include in a person-month (e.g., 160hrs?;152hrs?).
12. Project Total Delivered Source Code	Insert the total size of the project including new and glue code (but by definition excluding the size of the COTS products themselves).
13. SLOC Count Type	Circle or describe under "other" your definition of a single source line of code.
14. Programming Languages	Identify the languages used in the system and the percentage of total SLOC reported in item #13 that each represents.
15. Total System Function Points	Insert the size of the system as determined in Function Points.
16. System Architecture	Circle the item (or items) that best describe the underlying architecture of your system.
17. System Architecting Process	Describe how or the activities that were performed to arrive at the architecture identified in item #16.



## Instructions for All SPD Forms

Table C-6b Instructions for Form SPD-6b: COCOTS Assessment Data

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
5a. COTS Class	Indicate the functional class of COTS products for which you are supplying data (e.g., GUIs, databases, OS, drivers, etc.)
6. Total number of COTS candidates filtered	Insert the number of COTS products in the current class that were considered during initial product winnowing or filtering.
7. Total initial filtering effort	Insert the total effort expended to winnow or filter COTS products in the current class down to the set of products that went through detailed assessment.
8. Average filtering effort per COTS candidate	Insert the average effort expended to filter a given COTS product within the current class of COTS products.
9. Total number of COTS products assessed	Insert the number of COTS products in the current class that went through detailed assessment before the final set of COTS products were selected for integration.
10. Total number of COTS products selected/integrated	Insert the number of COTS products in the current class that were finally integrated.
11. Total attribute assessment effort	Insert the total effort expended to assess COTS products in the current class to arrive at the final set of products that were actually selected for integration.
12. Assessment Schedule duration	Insert the overall number of months from the start of COTS product assessment until final selection for the current class of products.
13. Assessment Effort per attribute	Check the box that most closely captures the amount of effort expended assessing the COTS products in the current class in terms of each given product attribute.

## Instructions for All SPD Forms

Table C-6c Instructions for Form SPD-6c: COCOTS Tailoring Data

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
5a. COTS Class	Indicate the functional class of COTS products for which you are supplying data (e.g., GUIs, databases, OS, drivers, etc.)
6. Total number of COTS components tailored	Insert the number of COTS products in the current class that were tailored as part of integration into the larger system.
7. Total tailoring effort	Insert the total effort expended to tailor COTS products in the current class as part of integration into the larger system.
8. Assessment Schedule duration	Insert the overall number of months from start to completion of tailoring activities for all COTS components in the current class of products.
9. Aggregate complexity rating	1) Going row by row in the complexity table, rate each item in column 1 by the criteria in columns 2 through 6; record the corresponding points associated with your rating for that item in column 7. 2) Add the points in column 7 to determine the total point score. 3) Use that score to determine the final aggregate complexity rating from the lower rating table.

## Instructions for All SPD Forms

Table C-6d Instructions for Form SPD-6d: COCOTS Glue Code Data

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
5a. COTS Class	Indicate the functional class of COTS products for which you are supplying data (e.g., GUIs, databases, OS, drivers, etc.)
6. Number COTS components with Glue Code	Insert the number of COTS products in the current class for which you are reporting Glue Code data.
7. Functions provided by these COTS components	Circle or describe under "other" the general functions being supplied by the COTS components in the current class.
8. Glue Code integration nature	Insert the percentage of overall glue code written for the current class of products that represents new integration and/or an upgrade or refresh effort.
9. Glue Code Schedule duration	Insert the overall number of months from start to completion of glueware coding activities for all COTS components in the current class of products.
10. Total Glue Code effort	Insert the total effort expended to write Glue Code for COTS products in the current class as part of integration into the larger system.
11. Glue Code SLOC	Insert the total size of the Glue Code written for the current class of COTS products.
12. SLOC Count Type	Circle or describe under "other" your definition of a single source line of Glue Code.
13. Glue Code Programming Languages	Identify the languages used in the Glue Code and the percentage of Glue SLOC reported in item #12 that each represents.
14. Total Glue Code Function Points	Insert the size of the Glue Code as determined in Function Points for the current class of COTS products.
15. Percentage rework Glue Code (CREVOL)	Insert the percentage of Glue Code and/or Function Points that had to be reworked due to requirements evolution and/or COTS component upgrade for the current class of products.
16. Glue Code Project Scale Factor Attribute	Put an "X" in appropriate rating box. Rating guidelines appear in the detailed COCOTS data collection survey found on the accompanying CD-ROM. If you don't know an answer, say so in the extreme right column of the table. Recognize that this factor rating will be updated at anchor points along with your estimates.
17. Glue Code Project Effort Multiplier Attributes	Put an "X" in appropriate rating box. (Follow the guidelines for item #16.)

## Instructions for All SPD Forms

Table C-6e Instructions for Form SPD-6e: COCOTS Volatility Data

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Application effort <i>excluding</i> effort due to COTS integration	Insert the total effort expended to develop the system minus that effort directly related to integration of COTS products.
7. Percentage application rework effort due to requirements evolution <i>excluding</i> rework effort directly related to COTS integration	Insert the percentage of application effort that represents rework that had to be done due to requirements evolution (REVOL) minus rework effort directly related to integration of COTS products.
8. Percentage application rework effort due to COTS product volatility	Insert the percentage of application effort that represents rework that had to be done due to requirements evolution directly related to integration of COTS products and/or due to COTS component upgrades.
9. COCOMO II Project Scale Factor Attributes	Put an "X" in appropriate rating box. For the most, rating guidelines are in Chapters 2 and 3 in the book. If you don't know an answer, say so in the extreme right column of the table. Recognize that these factor ratings will be updated at anchor points along with your estimates.

## Instructions for All SPD Forms

Table C-7 Instructions for Form SPD-7: COPSEMO Details Summaries

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Cycles and total effort and schedule per phase	<ul style="list-style-type: none"> <li>▪ Start by confirming the phases of your life cycle (Inception, Elaboration, Construction and Transition) in the left most columns; if other names as used, please provide them along with a mapping to the MBASE/RUP phase names.</li> <li>▪ Enter the number of cycles or iterations within each phase. A cycle or iteration does not have to do all the activities, but does have clear start and finish times and be delineated by some concrete criteria.</li> <li>▪ Next, insert the start and end dates for the phase.</li> <li>▪ Finally, summarize the effort (number of person months; PM) and duration (months; M) by phase. The effort is also shown on Figure C-2b Phase Summaries (MBASE/RUP process).</li> </ul>
7. Effort per Activity per Cycle per Phase	<ul style="list-style-type: none"> <li>▪ Start by entering the phase (Inception, Elaboration, Construction and Transition) and the cycle number in the left most columns.</li> <li>▪ Next, insert the start and end dates for the cycle or iteration.</li> <li>▪ Then, enter the number of person months (PM) for each of the following activities for the cycle: <ul style="list-style-type: none"> <li>- MGT (Management)</li> <li>- ENV (Environment incl. CM)</li> <li>- REQ (Requirements incl. Bus. Modeling)</li> <li>- DES ( Design)</li> <li>- Impl (Implementation)</li> <li>- ASS (Assessment incl. Test, QA, R/D V&amp;V)</li> <li>- DEP (Deployment)</li> </ul> </li> <li>▪ Finally, summarize the effort (number of person months; PM) and duration (months; M) by cycle.</li> </ul>
8. Persons per Activity per Cycle per Phase	<ul style="list-style-type: none"> <li>▪ Start by entering the phase (Inception, Elaboration, Construction and Transition) and the cycle number in the left most columns.</li> <li>▪ Next, insert the start and end dates for the cycle or iteration.</li> <li>▪ Then, enter the number of persons and at what level (e.g. 1 @ FT, 2 @ .5 FT) for each of each activity as listed above for the cycle.</li> <li>▪ Finally, summarize the effort (number of person months; PM) and duration (months; M) by cycle.</li> </ul>

## Instructions for All SPD Forms

Table C-8 Instructions for Form SPD-8: COQUALMO Details Summaries

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. Defect introduction by stage and artifact [Note: COQUALMO only addresses non-trivial (Critical, High and Medium Severity) defects (see chapter 5, section 5); thus, report only non-trivial defects unless otherwise specified.]	Identify the number of defects introduced by artifact (row) and phase (column). If you don't know, place an "X" in the appropriate column. Summarize your answers at the bottom of the table. "WF P&R" stands for Waterfall process Plans and Requirements phase; "WF PD" stands for Waterfall process Preliminary Design phase; and "WF P+I+T" stands for Waterfall process Programming, Integration and Test phase
7. Defect removal by stage and artifact	Insert the number of defects removed by artifact (row) and stage (column).
8. Defect identification by severity and artifact	Identify the number of defects found by artifact (row) and severity (column). If you don't know, place an "X" in the appropriate column. Summarize your answers at the bottom of the table.
9. Number of Open Trouble Reports (Liens) At Product Delivery	Identify the total number of known liens (open trouble reports) upon delivery. This number should include any patches that were made that you plan to fix in operations.
10. Defect Removal Capability Rating Scales	<p>Rate the defect removal capability using three relatively orthogonal profiles each with six levels of increasingly better removal capability.</p> <ul style="list-style-type: none"> <li>▪ <u>Automated Analysis</u> – rates the ability to automatically analyze life cycle artifacts for defects.</li> <li>▪ <u>Peer Reviews</u> – rates the effectiveness of peer reviews used to identify defects early in the life cycle.</li> <li>▪ <u>Execution Testing and Tools</u> – rates the ability to find errors using automated execution testing techniques and tools.</li> </ul>

Table C-8 Instructions for Form SPD-8: COQUALMO Details Summaries

## Instructions for All SPD Forms

Table C-9 Instructions for Form SPD-9: CORADMO Details Summaries

<i>Item</i>	<i>Description</i>
1. Project Title	Insert the project name or title.
2. Project ID No.	Identify the project Identification Number using a unique code devised for that purpose.
3. Rev. No.	Insert the revision number starting from 0001.
4. Date prepared	Identify the date when the form was prepared.
5. Originator	Insert the name of the person who completed the form (and phone extension).
6. CORADMO Driver Ratings (attributes)	Put an "X" in appropriate rating box. The rating definitions and guidelines for CORADMO are in Chapter 5 of the book. RESL should be the same as the rating for your project as shown on SPD-1. If you don't know an answer, say so in the extreme right column of the table.
7. Brief descriptions of RAD approaches and tools	Summarize the RAD approaches and tools applied in this project.