

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"> ▪ Start by inserting the phases of your life cycle in the left most column. ▪ Then, enter the anchor points for the phase. ▪ Next, insert the start and end dates for the phase. ▪ Then, enter the number of person months (PM) for each of the following activities: <ul style="list-style-type: none"> - RA (Requirements Analysis) - DES (Design) - CUT (Code and Unit Test) - I&T (software Integration & Test) - Blank (for any activity you wish to collect resources) ▪ Finally, summarize the PM and duration by phase.
7. Error Summary by Phase	<ul style="list-style-type: none"> ▪ Start by inserting the phases of your life cycle in the left most column. ▪ Then, enter the names for the anchor points for the phase. ▪ Next, insert the start and end dates for the phase. ▪ Then, enter the number of errors found by designated activity and total by phase. ▪ Next, insert the number of errors removed by phase. ▪ 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.
8. Other Project Costs by Phase	<ul style="list-style-type: none"> ▪ Start by inserting the phases of your life cycle in the left most column. ▪ Then, enter the anchor points for the phase. ▪ Next, insert the start and end dates for the phase. ▪ Finally, enter the dollars expended for travel, materials, training, documentation and other non-labor costs in the appropriate column.