Requirements Document Wizard (RDW)

Requirements Center, DSMC, DAU

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DAU

content1.dau.edu/rdw

Agenda

- Purpose
- Available Document Templates
- Capabilities: Macro and Micro
- Enforcing JCIDS Manual Requirements
- Gaining Access to the Software
- Website and Feedback

Purpose

- Purpose:
  - The RDW is a new and novel software package created by the Defense Acquisition University (DAU) that helps Requirements Managers construct quality requirements documents (think Initial Capabilities Documents (ICDs), Capability Development Documents (CDDs), etc.) in line with the governing regulation—the JCIDS Manual.
  - There are more than 4,000 potential users worldwide—spread across the Services, DoD Agencies, the Joint Staff, Combatant Commands, and beyond.
  - The current process usually entails an RM opening MS Word, perhaps referencing a template or example document provided by their unit, perhaps referencing one or more job support tool provided by DAU, and collaborating on that document with other RMs via some method of file sharing. Moreover, sometimes these resources may be within different domains (NIPR, SIPR, JWICS).

The RDW is a complete package of software that fuses *ALL* of these resources together—within any domain.

Available Document Templates

- The current version of the RDW software (Version 1.3), contains ***eight*** templates—one for each of the JCIDS document types, as outlined in the JCIDS Manual:
  - ICD-2021
  - IS-ICD-2021
  - SW-ICD-2021
  - DCR-2021
  - CDD-2021
  - IS-CDD-2021
  - CDD Annex/Increment-2021
  - JUON/JEON-2021
- The RDW team intends to create and make available **Service-specific** document templates in the future—***IF*** the Services are willing to provide the functional expertise
- The RDW can also emulate acquisition-type documents, so long as the functional expertise is provided to the development team

The RDW intends to provide document templates for *ALL* of your requirements document-writing needs!

Capabilities: Macro and Micro

- Macro-level:
  - JCIDS Manual and DAU glossary built-in
  - Section-by-section JCIDS extracts and SME-curated content
  - Mandatory and optional sections and/or sub-sections
  - Stand-alone instance, but can tie into shared drive (collaboration)
  - Red/green visual enforcement of mandatory requirements
  - Required tables pre-constructed
- Micro-level:
  - Rich-text fields (red or black text, italicize, bold, bullets, etc.)
  - Cut/paste—and change font (if required)
  - Spell-check
  - Add picture (.jpg/.jpeg) or table
  - Document preview (MS Word)
  - Finds and surfaces all acronyms
  - Separate “Notes” section to leave yourself or others notes

The RDW walks document writers through the process via a powerfully enhanced, intuitive interface

Enforcing JCIDS Manual Requirements (1 of 2)

- The RDW sequentially queues up the sections and sub-sections, down to the individual elements, as required by the various Annexes and Appendices in Enclosure B: JCIDS Document Formats
- Most sections and sub-sections are presented as MANDATORY, while others are presented as OPTIONAL—to allow the writer flexibility in where and how they address various Manual requirements
- If/when MANDATORY requirements are not addressed, the software highlights omissions with RED markers:

- When MANDATORY requirements are addressed (or when OPTIONAL requirements are skipped), the software presents GREEN markers:

Enforcing JCIDS Manual Requirements (2 of 2)

- By default, the software:
  - Pre-populates document section headers (User will have the ability to modify)
  - Ensures use of correct font and size (of all typed entries)
  - Pre-set margins and page order
  - Automates the population of the table of contents (in conjuction with MS Word)
- The software ***WILL NOT*** identify or correct ***CONTENT*** errors:
  - Poorly written entries (or randomly typed words)
  - Incorrect entries (picture where table should be, text where table should be, etc.)
  - Flow of scientific notation (many prompts/cues, but will not enforce/change)
  - Executive summaries that exceed one page (will not alert or truncate)

The RDW does all it can to assist the document writer in following the JCIDS Manual—but user quality control is absolutely necessary

Gaining Access to the Software

- Working with your IT Help Desk:
  - It is ***VERY LIKELY*** that because this software is made available via a downloadable .zip file that you'll need to work with your supporting IT Help desk to gain access
  - It is also possible that someone within your domain has already done so—such that it is available via some sort of "Software Center" or "Software Library"—just ask them!
  - Your IT Help Desk can even make this available on higher classification networks
- RDW Support:
  - In support of this access process, the RDW team has created a document called "RDW Access Guide"
  - The Access Guide is posted on the website and is intended to help you communicate to your IT Help Desk what the RDW is and other technical details, in support of their unique testing, configuration control, and change management processes

Gaining access to the software will entail communicating with your IT Help Desk—and the RDW Team is ready to assist you

Website and Feedback

- Website:
  - "All-things-RDW" will be published to the RDW Website: https://content1.dau.edu/rdw
  - The website contains several RDW-relevant artifacts, including:
    - Link to the most current version (downloadable .zip file)
    - User Guide
    - RDW Access Guide
    - Desk Reference and FAQs
    - A copy of the ATO memo
- Feedback:
  - DAU and the RDW development team are ***ALWAYS*** open to feedback and assistance in making this software as capable, useful, and accurate as possible
  - Please use this e-mail to communicate with the RDW team: JCIDS-RDW@dau.edu

Writing documents is a 'team sport'—and so is making this software application the best it can be for the Requirements Management community

Backups: Screenshots

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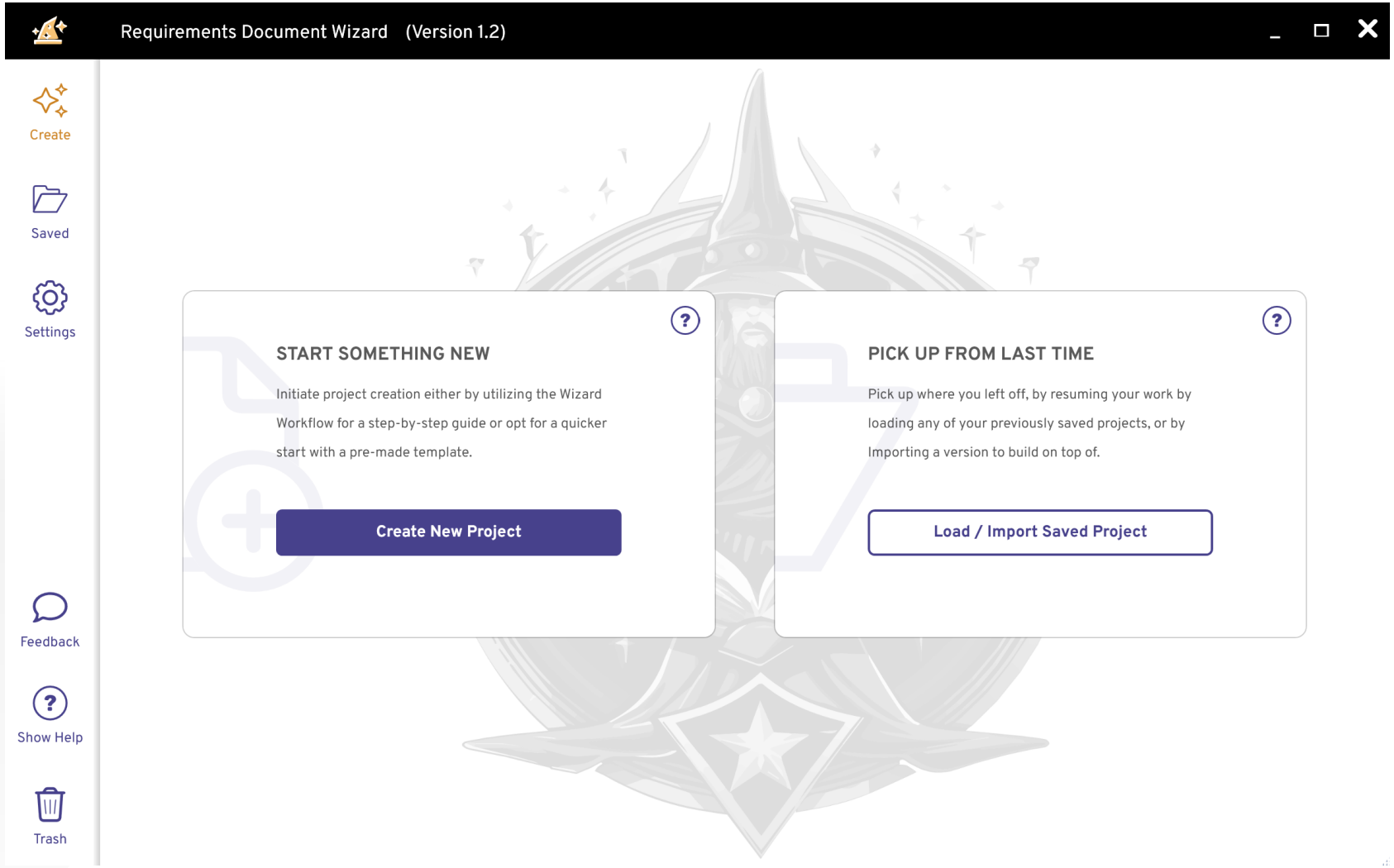
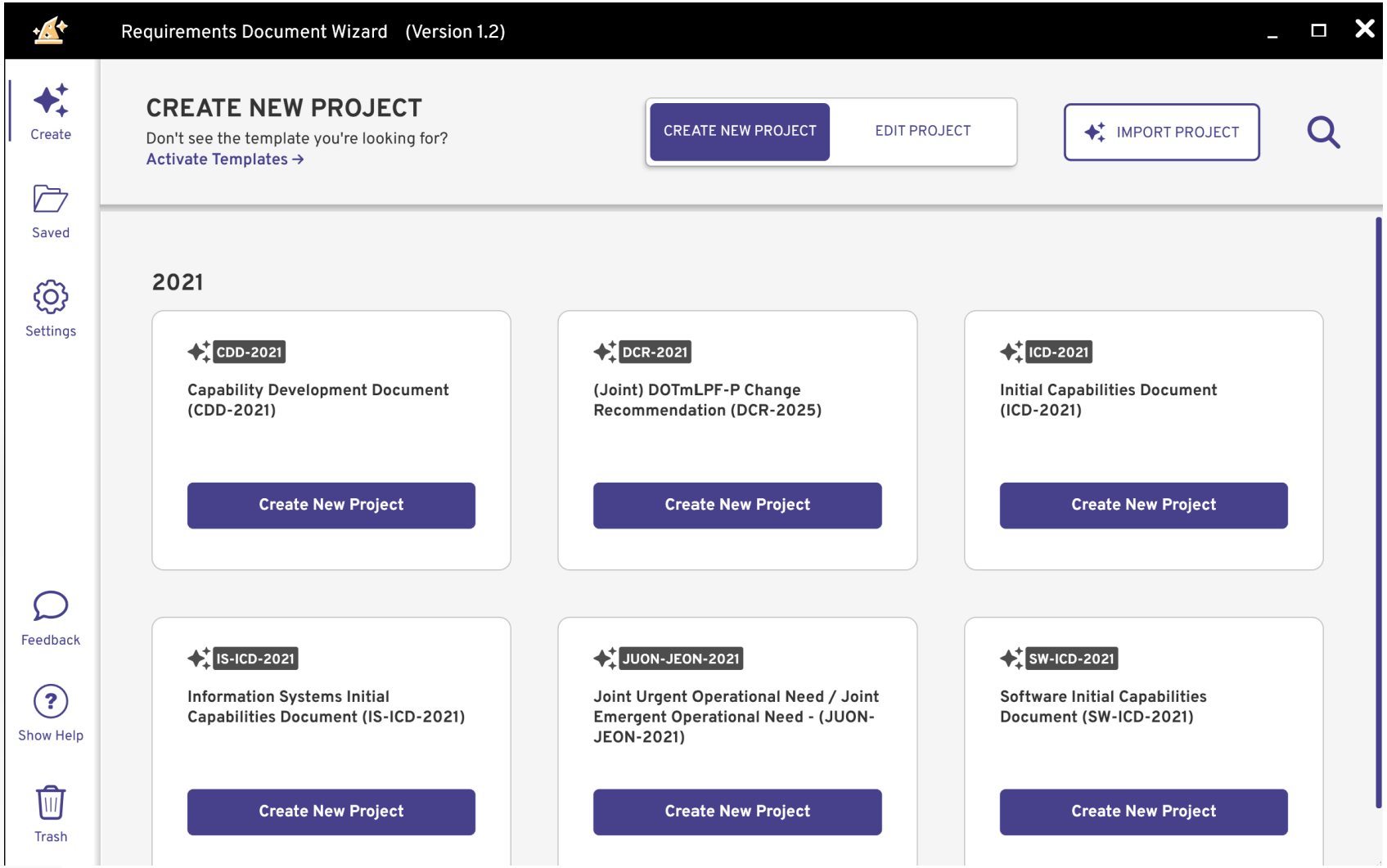
Home Page / Landing Page



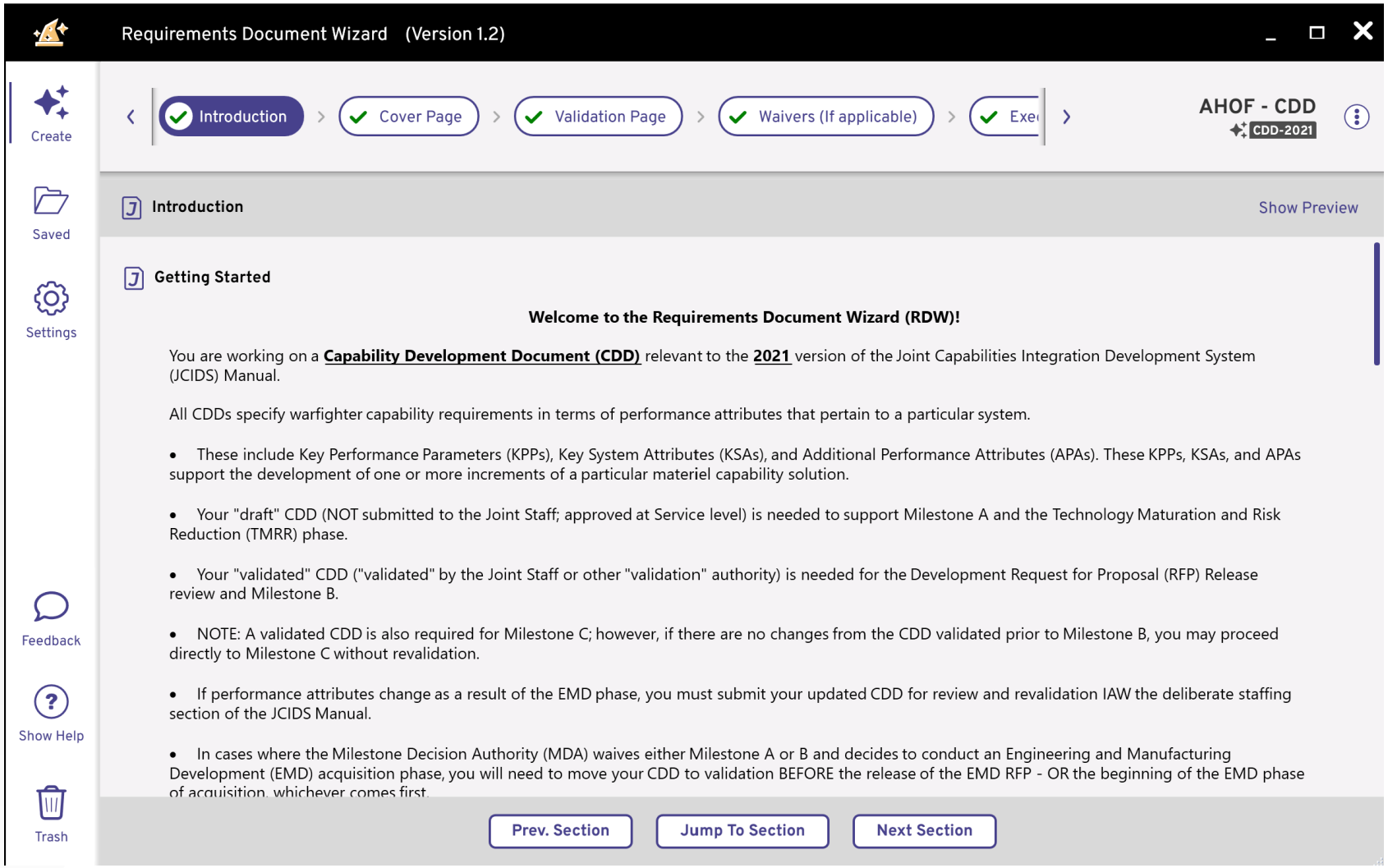
Backups: Screenshots

Choosing the type of document template you need



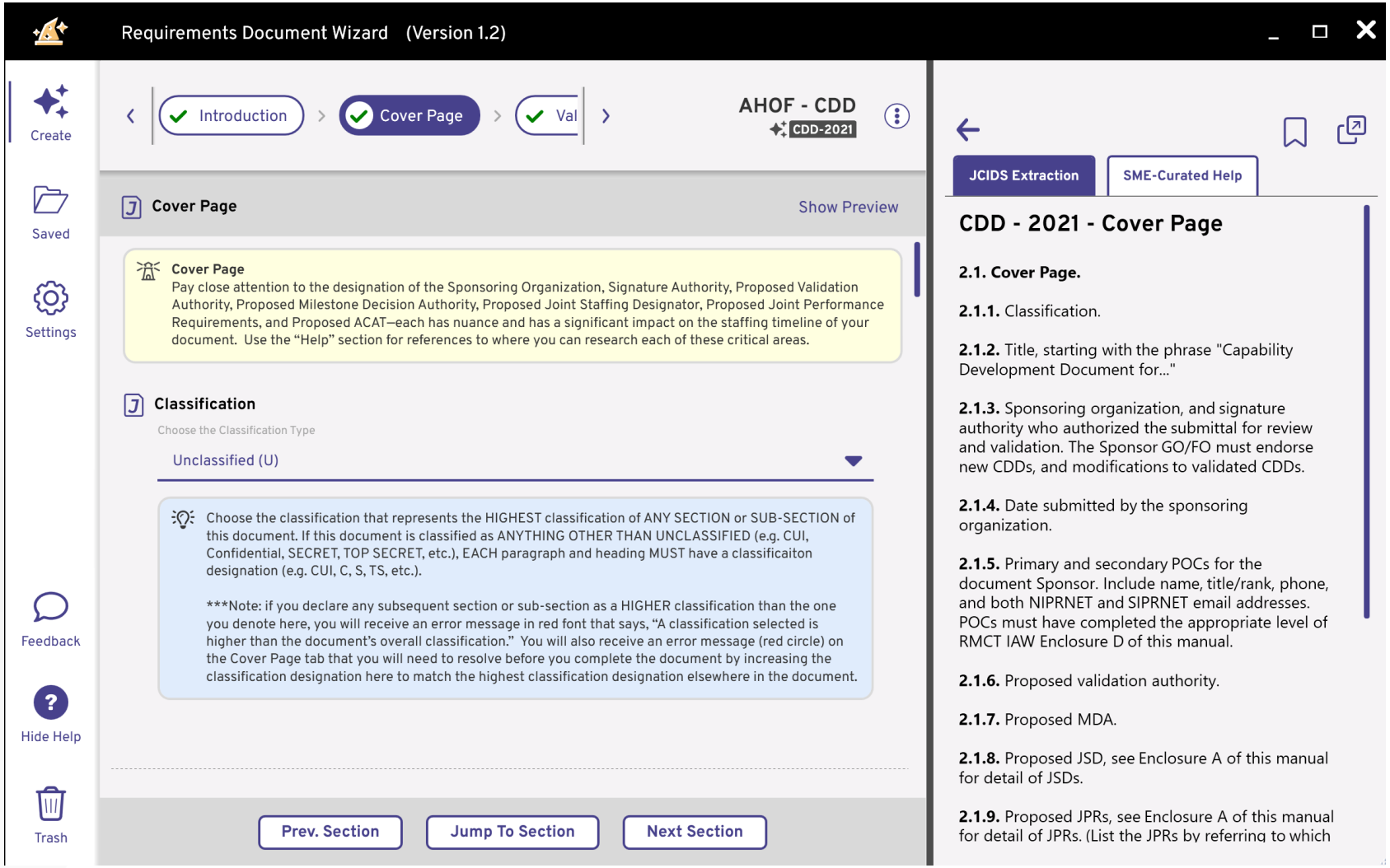
Backups: Screenshots

The ‘Introduction’ section of a document template



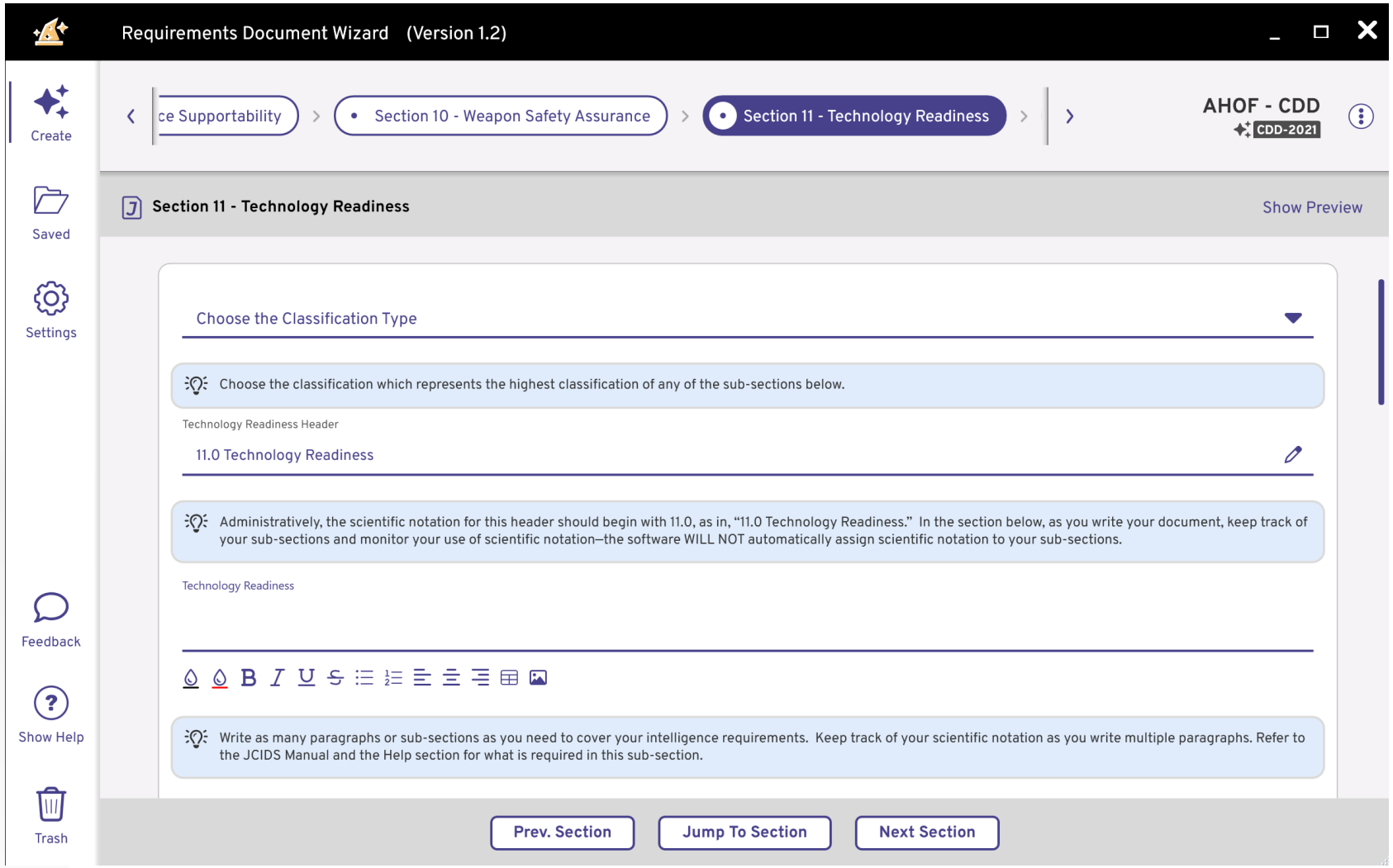
Backups: Screenshots

Accessing JCIDS extracts and SME-curated help/hints



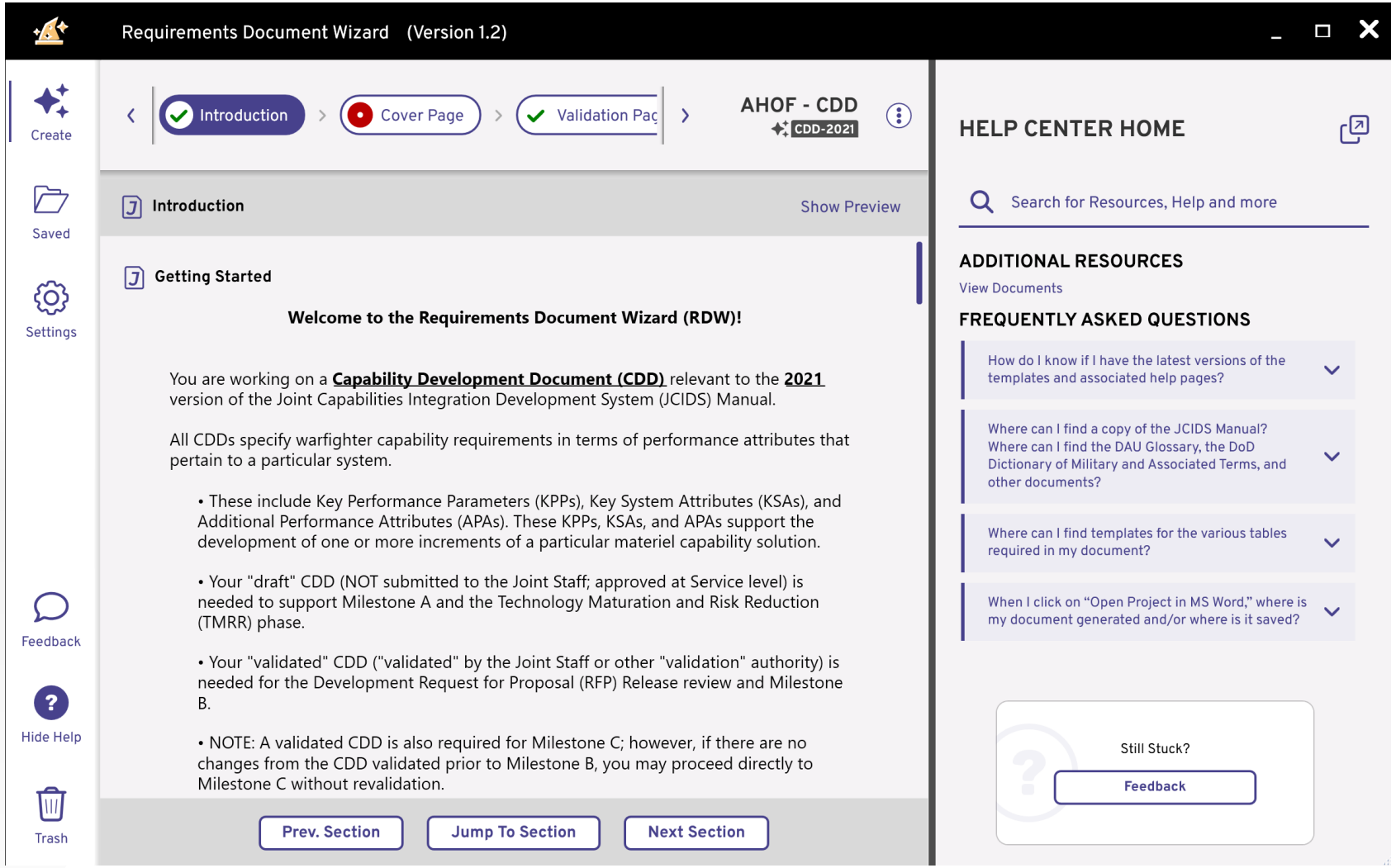
Backups: Screenshots

Creating your content



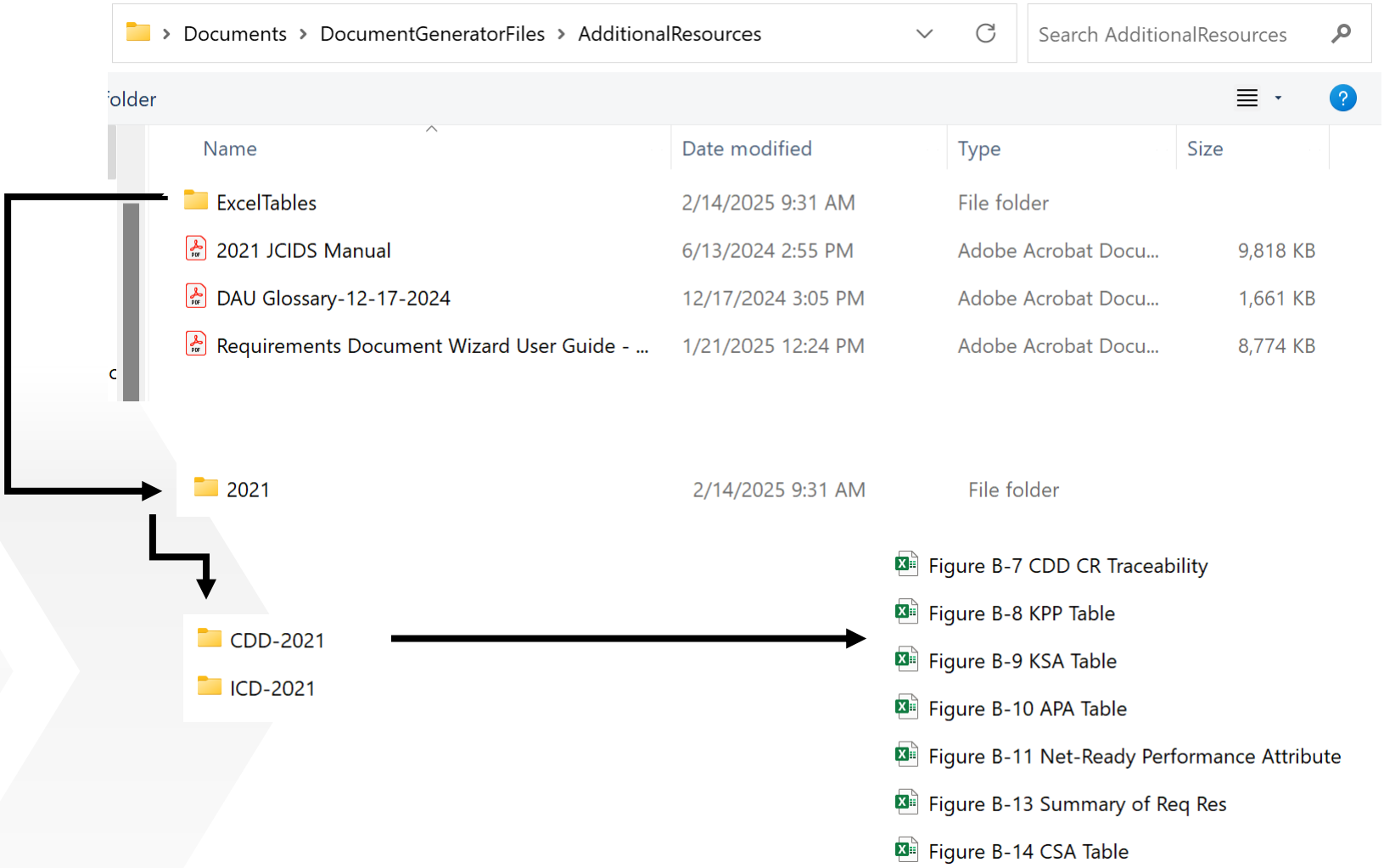
Backups: Screenshots

Accessing the 'HELP' capabilities



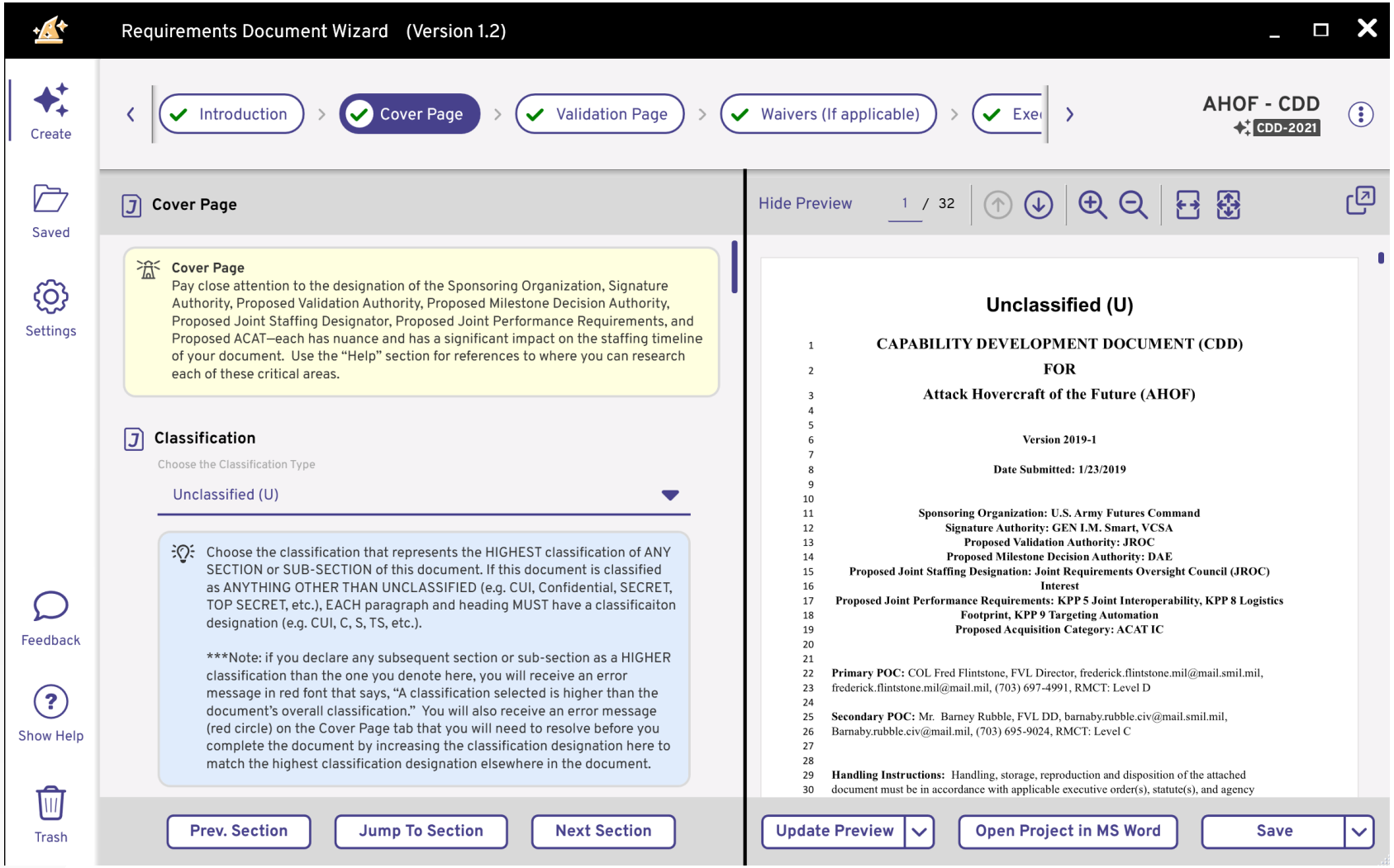
Backups: Screenshots

Accessing pre-constructed table formats



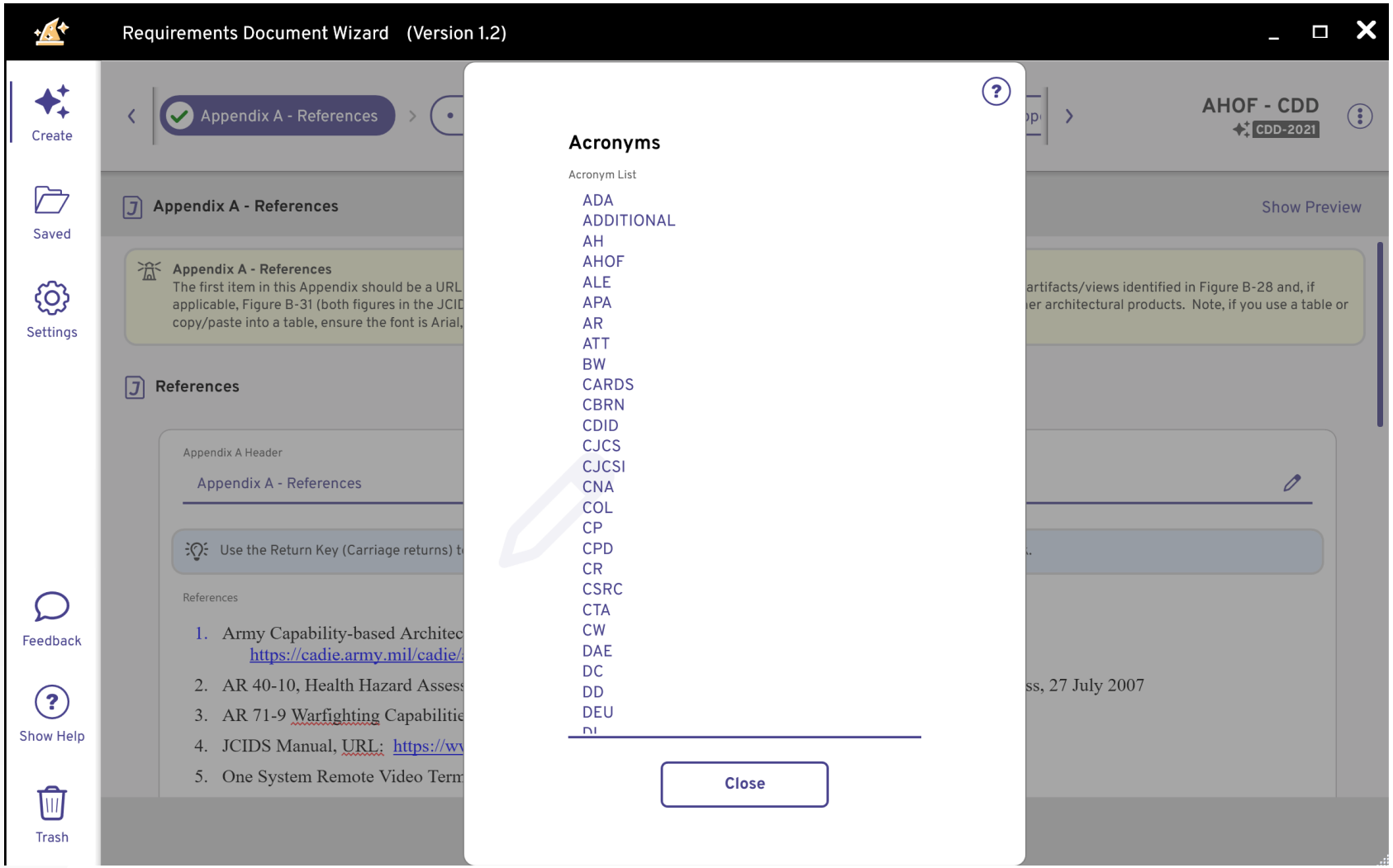
Backups: Screenshots

Previewing your document's progress



Backups: Screenshots

Surface acronyms used in your document



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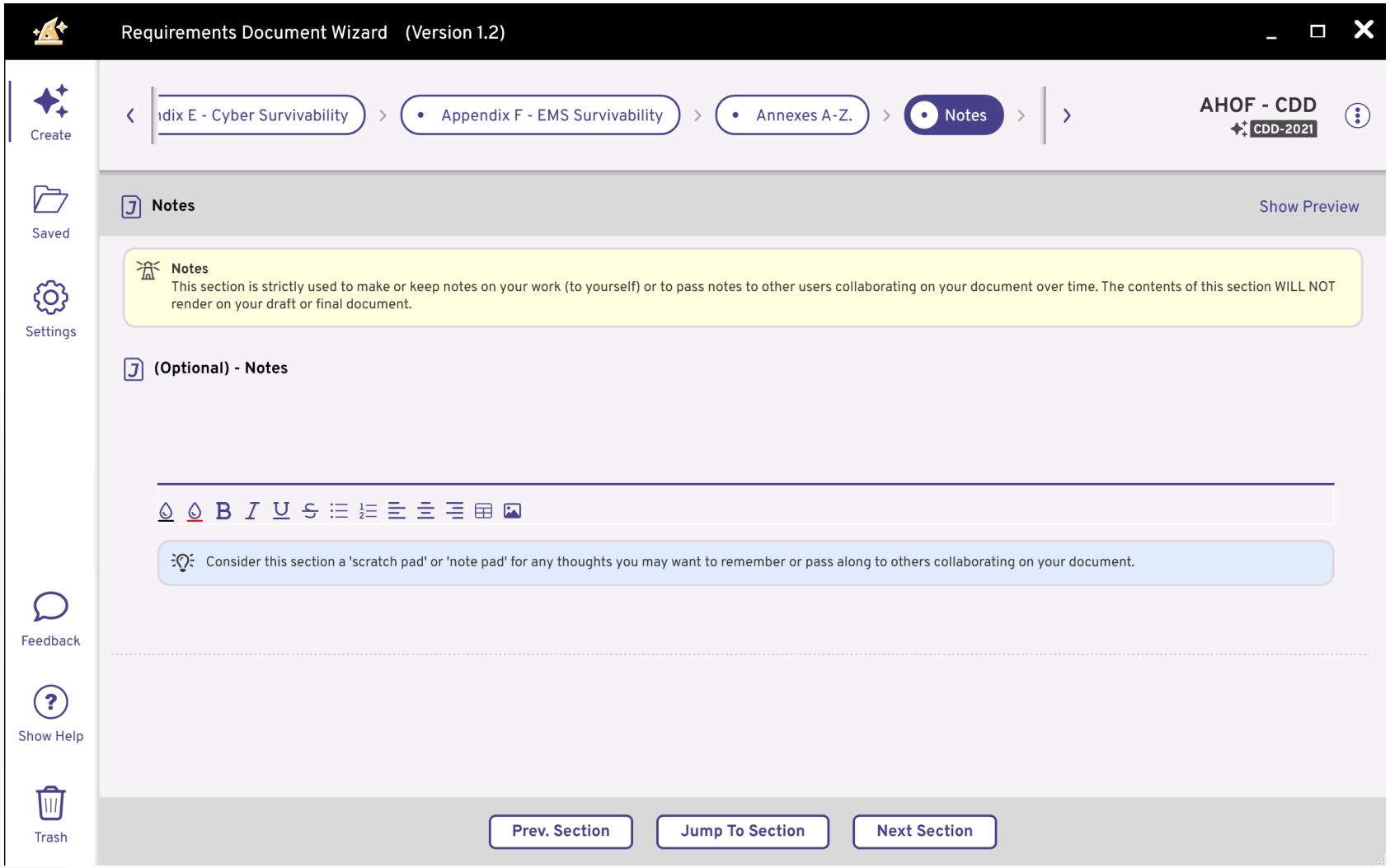
Leave yourself notes or communicate with collaborators