

Requirements Document Wizard (RDW)

Requirements Center, DSMC, DAU

June 20, 2025



DAU

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
 - CDD-2021
 - IS-ICD-2021
 - IS-CDD-2021
 - SW-ICD-2021
 - CDD Annex/Increment-2021
 - DCR-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**:



Section 3



Section 3

Choose the Classification Type

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



Section 2



Section 2

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 conjunction 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
 - Desk Reference and FAQs
 - RDW Access Guide
 - A copy of the ATO memo

■ Feedback:

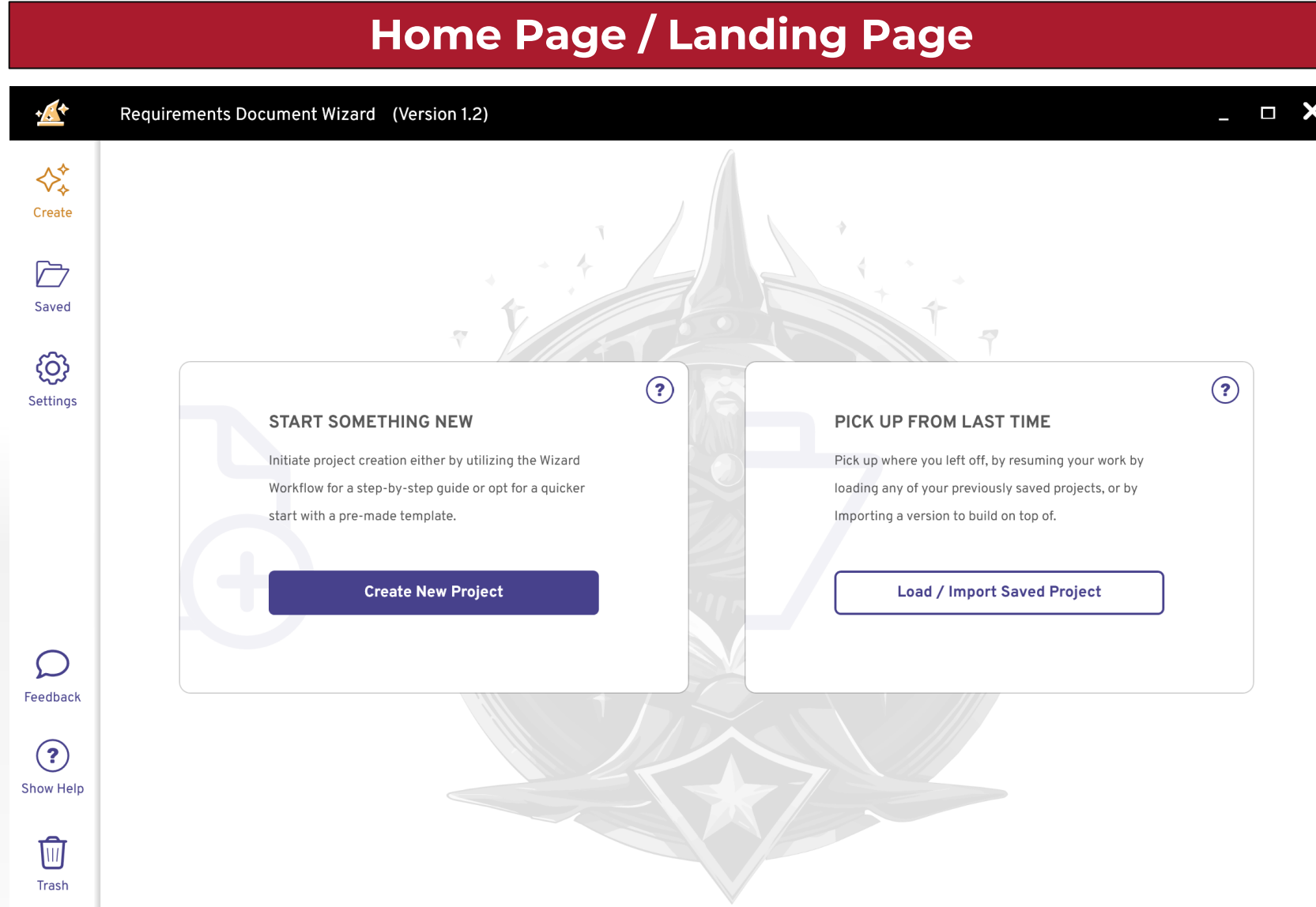
- DAU and the RDW development team are **ALWAYS** open to feedback and assistance in making this software as capable, useful, and accurate as possible
- Please use this e-mail to communicate with the RDW team: JCIDS-RDW@dau.edu

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




➔ Backups: Screenshots





➔ Backups: Screenshots





Choosing the type of document template you need


Requirements Document Wizard (Version 1.2)⌵ □ ✕


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CREATE NEW PROJECT

Don't see the template you're looking for?
[Activate Templates →](#)


CREATE NEW PROJECT

EDIT PROJECT

 IMPORT PROJECT




2021

**CDD-2021**


Capability Development Document (CDD-2021)

Create New Project

**DCR-2021**


(Joint) DOTmLPF-P Change Recommendation (DCR-2025)

Create New Project

**ICD-2021**


Initial Capabilities Document (ICD-2021)

Create New Project

**IS-ICD-2021**


Information Systems Initial Capabilities Document (IS-ICD-2021)

Create New Project

**JUON-JEON-2021**

Joint Urgent Operational Need / Joint Emergent Operational Need - (JUON-JEON-2021)

Create New Project

**SW-ICD-2021**

Software Initial Capabilities Document (SW-ICD-2021)

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The 'Introduction' section of a document template

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AHOF - CDD
CDD-2021

Introduction Show Preview

Getting Started

Welcome to the Requirements Document Wizard (RDW)!

You are working on a **Capability Development Document (CDD)** relevant to the **2021** version of the Joint Capabilities Integration Development System (JCIDS) Manual.

All CDDs specify warfighter capability requirements in terms of performance attributes that pertain to a particular system.

- These include Key Performance Parameters (KPPs), Key System Attributes (KSAs), and Additional Performance Attributes (APAs). These KPPs, KSAs, and APAs support the development of one or more increments of a particular materiel capability solution.
- Your "draft" CDD (NOT submitted to the Joint Staff; approved at Service level) is needed to support Milestone A and the Technology Maturation and Risk Reduction (TMRR) phase.
- Your "validated" CDD ("validated" by the Joint Staff or other "validation" authority) is needed for the Development Request for Proposal (RFP) Release review and Milestone B.
- NOTE: A validated CDD is also required for Milestone C; however, if there are no changes from the CDD validated prior to Milestone B, you may proceed directly to Milestone C without revalidation.
- If performance attributes change as a result of the EMD phase, you must submit your updated CDD for review and revalidation IAW the deliberate staffing section of the JCIDS Manual.
- In cases where the Milestone Decision Authority (MDA) waives either Milestone A or B and decides to conduct an Engineering and Manufacturing Development (EMD) acquisition phase, you will need to move your CDD to validation BEFORE the release of the EMD RFP - OR the beginning of the EMD phase of acquisition, whichever comes first.

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Accessing JCIDS extracts and SME-curated help/hints

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CDD-2021

Cover Page

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Cover Page
Pay close attention to the designation of the Sponsoring Organization, Signature Authority, Proposed Validation Authority, Proposed Milestone Decision Authority, Proposed Joint Staffing Designator, Proposed Joint Performance Requirements, and Proposed ACAT—each has nuance and has a significant impact on the staffing timeline of your document. Use the “Help” section for references to where you can research each of these critical areas.

Classification
Choose the Classification Type

Unclassified (U)

Choose the classification that represents the HIGHEST classification of ANY SECTION or SUB-SECTION of this document. If this document is classified as ANYTHING OTHER THAN UNCLASSIFIED (e.g. CUI, Confidential, SECRET, TOP SECRET, etc.), EACH paragraph and heading MUST have a classification designation (e.g. CUI, C, S, TS, etc.).

***Note: if you declare any subsequent section or sub-section as a HIGHER classification than the one you denote here, you will receive an error message in red font that says, “A classification selected is higher than the document’s overall classification.” You will also receive an error message (red circle) on the Cover Page tab that you will need to resolve before you complete the document by increasing the classification designation here to match the highest classification designation elsewhere in the document.

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JCIDS Extraction SME-Curated Help

CDD - 2021 - Cover Page

2.1. Cover Page.

2.1.1. Classification.

2.1.2. Title, starting with the phrase “Capability Development Document for...”

2.1.3. Sponsoring organization, and signature authority who authorized the submittal for review and validation. The Sponsor GO/FO must endorse new CDDs, and modifications to validated CDDs.

2.1.4. Date submitted by the sponsoring organization.

2.1.5. Primary and secondary POCs for the document Sponsor. Include name, title/rank, phone, and both NIPRNET and SIPRNET email addresses. POCs must have completed the appropriate level of RMCT IAW Enclosure D of this manual.

2.1.6. Proposed validation authority.

2.1.7. Proposed MDA.

2.1.8. Proposed JSD, see Enclosure A of this manual for detail of JSDs.

2.1.9. Proposed JPRs, see Enclosure A of this manual for detail of JPRs. (List the JPRs by referring to which

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Creating your content

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< | ce Supportability > • Section 10 - Weapon Safety Assurance > • Section 11 - Technology Readiness > >

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Section 11 - Technology Readiness Show Preview

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Technology Readiness Header

11.0 Technology Readiness

Administratively, the scientific notation for this header should begin with 11.0, as in, "11.0 Technology Readiness." In the section below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Technology Readiness

Write as many paragraphs or sub-sections as you need to cover your intelligence requirements. Keep track of your scientific notation as you write multiple paragraphs. Refer to the JCIDS Manual and the Help section for what is required in this sub-section.

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Accessing the 'HELP' capabilities


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Introduction






Cover Page







Validation Page




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Introduction

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HELP CENTER HOME

 Search for Resources, Help and more

ADDITIONAL RESOURCES

View Documents


FREQUENTLY ASKED QUESTIONS

How do I know if I have the latest versions of the templates and associated help pages?

Where can I find a copy of the JCIDS Manual? Where can I find the DAU Glossary, the DoD Dictionary of Military and Associated Terms, and other documents?

Where can I find templates for the various tables required in my document?

When I click on "Open Project in MS Word," where is my document generated and/or where is it saved?

 Still Stuck?

Feedback

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Accessing pre-constructed table formats

Folder > Documents > DocumentGeneratorFiles > AdditionalResources

Search AdditionalResources

Name	Date modified	Type	Size
ExcelTables	2/14/2025 9:31 AM	File folder	
2021 JCIDS Manual	6/13/2024 2:55 PM	Adobe Acrobat Docu...	9,818 KB
DAU Glossary-12-17-2024	12/17/2024 3:05 PM	Adobe Acrobat Docu...	1,661 KB
Requirements Document Wizard User Guide - ...	1/21/2025 12:24 PM	Adobe Acrobat Docu...	8,774 KB
2021	2/14/2025 9:31 AM	File folder	
CDD-2021			
ICD-2021			

Figure B-7 CDD CR Traceability

Figure B-8 KPP Table

Figure B-9 KSA Table

Figure B-10 APA Table

Figure B-11 Net-Ready Performance Attribute

Figure B-13 Summary of Req Res

Figure B-14 CSA Table

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Previewing your document's progress

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Cover Page

Cover Page
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Unclassified (U)

CAPABILITY DEVELOPMENT DOCUMENT (CDD)

FOR

Attack Hovercraft of the Future (AHOF)

Version 2019-1

Date Submitted: 1/23/2019

Sponsoring Organization: U.S. Army Futures Command

Signature Authority: GEN I.M. Smart, VCSA

Proposed Validation Authority: JROC

Proposed Milestone Decision Authority: DAE

Proposed Joint Staffing Designation: Joint Requirements Oversight Council (JROC)

Interest

Proposed Joint Performance Requirements: KPP 5 Joint Interoperability, KPP 8 Logistics

Footprint, KPP 9 Targeting Automation

Proposed Acquisition Category: ACAT IC

Primary POC: COL Fred Flintstone, FVL Director, frederick.flintstone.mil@mail.smil.mil, frederick.flintstone.mil@mail.mil, (703) 697-4991, RMCT: Level D

Secondary POC: Mr. Barney Rubble, FVL DD, barnaby.rubble.civ@mail.smil.mil, Barnaby.rubble.civ@mail.mil, (703) 695-9024, RMCT: Level C

Handling Instructions: Handling, storage, reproduction and disposition of the attached document must be in accordance with applicable executive order(s), statute(s), and agency

Update Preview

Open Project in MS Word

Save

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Surface acronyms used in your document

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Appendix A - References

Appendix A - References

The first item in this Appendix should be a URL applicable, Figure B-31 (both figures in the JCIDS copy/paste into a table, ensure the font is Arial, size 12).

References

Appendix A Header

Appendix A - References

Use the Return Key (Carriage returns) to

References

1. Army Capability-based Architectures

<https://cadie.army.mil/cadie/>

2. AR 40-10, Health Hazard Assessment

3. AR 71-9 Warfighting Capabilities

4. JCIDS Manual, URL: <https://www.jcids.mil/jcids/>

5. One System Remote Video Terminals

Acronyms

Acronym List

ADA

ADDITIONAL

AH

AHOF

ALE

APA

AR

ATT

BW

CARDS

CBRN

CDID

CJCS

CJCSI

CNA

COL

CP

CPD

CR

CSRC

CTA

CW

DAE

DC

DD

DEU


NI


Close


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



Leave yourself notes or communicate with collaborators



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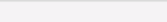
Notes

Show Preview

 **Notes**

This section is strictly used to make or keep notes on your work (to yourself) or to pass notes to other users collaborating on your document over time. The contents of this section WILL NOT render on your draft or final document.

 **(Optional) - Notes**



Consider this section a 'scratch pad' or 'note pad' for any thoughts you may want to remember or pass along to others collaborating on your document.