User Guide for LiteRM-Comp® using WhizFolders™

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Preface

This guide is not a tutorial on project management, risk management, nor requirements management. It is meant to help you understand and get the most out of LiteRM-Comp®

LiteRM-Comp ® needs **WhizFolders™** version 6.5.7 or later (http://whizfolders.com). WhizFolders runs on **Windows™ 10, 8 Desktop**, **Windows™ 7, Vista, XP, 2000, …**

Suggestions for improving LiteRM-Comp® or any of its components including this guide will be appreciated and carefully considered. Email your comments to david@clearspecs.com

Using LiteRM-Comp®

Effective use of LiteRM-Comp® proceeds as follows:

Step 1. Play with WhizFolders using the Intro to WhizFolders file [in the User Guides file] to experience its layout and functions. WhizFolders is the powerful outliner application that provides the platform for LiteRM-Comp®.

Step 2. Explore LiteRM-Comp® to find out what is present and what is missing (i.e., expand all topics).

Download (from Quality-Aware.com) and explore the quality knowledge base. Some qualities, especially those marked as engineering subfields such as security, have an extensive body of knowledge. Others, such as ease of access, are easier to understand.

The aim of this quality knowledge base is to provide enough information to enable your team to decide which qualities are important to your system and to begin to understand the design, implementation, and verification consequences of those choices.

Step 3. Tailor the LiteRM-Comp® files by

(a) making a copy of the original files and storing the originals

(b) editing the copy to conform to the vocabulary and requirements information model used by your organization. This includes adding things you want, deleting things you don't (e.g. irrelevant qualities – ease of installation for website development), changing things you wish were different i.e., add, delete, or change topics and document templates, and reorganizing elements of the LiteRM-Comp® information model.

You may need to create different templates for different types of software or different project situations. Save each of your customized templates, so they can be used at the start of other projects.

The Business Analysis Body of Knowledge identifies four classes of requirements: (1) Business requirements – state the goals and needs of the enterprise (2) Stakeholder requirements [including user role requirements] – state needs of groups or individual stakeholders (3) Solution requirements – state characteristics of a solution (4) Transition requirements – state temporary capabilities needed to facilitate transition to the new system.

While LiteRM-Comp focuses on Solution requirements (goals), including the associated Business, Stakeholder, and Transition requirements may be useful.

Step 4. Begin a project by selecting a set of tailored files and further tailoring them to the specifics of your project.

If you are using Agile development, you can put your user stories on sticky notes and just use the tailored quality attributes model.

Iteratively add information that you want to manage including new attributes, states, and associations.

Tips on adding information:

1. You can scale use by adding subsystems under a system or by using a separate LiteRM-Comp® file for a subsystem.

2. The following information may be useful:

   Vision

   1. Background
      - 1.1 Enterprise Needs and Opportunities
      - 1.2 Enterprise Objectives and Success Criteria
      - 1.3 Alternative Strategies
      - 1.4 Strategy Consequences and Risks
   2. Vision
      - 2.1 Vision statement
      - 2.2 Major features
      - 2.3 Assumptions and Dependencies
   3. Scopes, Limitations, and Exclusions of Releases and Iterations

      [-- derived from Karl Wiegers' **Software Requirements** (p. 82)]

3. You can use just a topic name or add other information elements in the associated document.

4. To begin a new topic with attributes, copy another topic of the same type and edit it or copy a topic template (e.g. for object models). If a template has fields you don't need or want, don't use them. If you want a field that's missing, add it. For example, if you need to track changes, add a change history attribute.

5. Associations can help understanding

   a. Definitions, user roles, object models, essential use cases, and acceptance test designs can be linked to individual goals or groups of goals

   b. Any topic (e.g. essential use case) can be linked to any other topic (e.g. acceptance test design)

   c. External documents can be linked to topic notes, so information in other forms e.g. data flow diagrams, can be linked into the framework

6. A topic can be in multiple states at the same time. For example, a goal can be in a **goal state** < unverified, verified, implemented, inactive >
   and in a **developer understanding state** <superficial, limited, deep> at the same time.

   Change states by cutting and pasting the at-sign (@).

7. WhizFolder capacity limits.

   a. The size of a WhizFolder file should stay under 2 GB.

   b. A topic can be as large as a GB, but large topics slow down browsing.

   c. There is no limit on the number of topics, but a large number may slow down certain operations like adding a new topic.

Step 5. Use WhizFolder functions to manage your goals information.

a. Jump link to external diagrams and documents related to your goals.

b. Sort topics and export or print topic sets and topic lists.

c. Spell check and password protect your files.

d. In Settings on the Tools menu, choose the Backup tab and then Backup Options and make sure you have defined a **Backup Folder**. In File Options on the Tools menu, choose the Backup tab and select "Automatically backup on close."

Step 6. Seek comments by sharing your project goals file or portions of it.

Select topics to be shared. (See Step 5 above)

If you do **not** have Word,
Print Selected Topics to a PDF (File menu) – having installed PDF995 or comparable

If you have Word, create a PDF **with topic bookmarks** as follows:
a. Export Selected Topics (all) to a Single RTF file as Word Outline (Tools menu)
b. Where necessary, separate outline entries with blank lines in the Word file
c. From Word Print Layout view, create a Table of Contents (References menu)
d. Print as PDF (Office button) with "Create bookmarks using Headings" selected on the Print as PDF Options menu

If you and potential commenter's all have Word,
a. Export Selected Topics (all) to a Single RTF file as Word Outline (Tools menu)
b. Where necessary, separate outline entries with blank lines in the Word file
c. From Word Print Layout view, create a Table of Contents (Insert/Reference menu)

If you share a PDF, commenters can use the Sticky Notes and Highlighting Text capabilities of Adobe Reader.

If you share a Word file, commenters can use the commenting capabilities of Word.

For viewing only, you can send a WhizFolders file to someone with a freeware viewer or create an ebook as well as creating a PDF or RTF.