Documentation Consultants'

SDLCforms

Quick Start Guide

www.SDLCforms.com

GETTING STARTED WITH **SDLCforms**

Congratulations on your purchase of **SDLCforms**. Whether you have purchased the Agile Planning or Status Package, or you only purchased a few forms, follow these quick steps to optimize your purchase.

1   The email that you received from Documentation Consultants containing one or more zip files contains all of the forms you've ordered, plus the following four documents:

- Documentation Consultants License Agreement
- **SDLCforms** Agile Quick Start Guide (this document).
- **SDLCforms** Agile System Administrators Guide
- **SDLCforms** Agile User Guide

2   License Agreement

Besides all of the traditional boilerplate and legalese present in this agreement, considering the thousands of hours that Documentation Consultants employees put into developing these forms over five years, our main concern is you won't be tempted to repackage and sell **SDLCforms** to your own customer base. Other than that, you can change the forms in any way it suits your organization.

3   Unzip Zip File

Unzip the zip file containing all documents into a working directory on your network or hard drive.

We suggest that you then divide and move these files into two separate directories for update and permanent storage, so the administrative documents and actual forms are separated, making it easier for your PMO and IT personnel to access only those forms that they will need to develop your customized SDLC process :

- SDLCforms (or whatever name you choose) forms
- SDLCforms (or whatever name you choose) support documents.

4   Open the **SDLCforms** System Administrators Guide

This document is a systems administrator's guide for adding, changing, and deleting information within the **SDLCforms** forms, i.e., it provides the instructions to easily let you customize the forms by changing:

- Your Company Logo
- Your Company Name
- Document Properties
- Title Page
- Table of Contents
- Copyright Notice
- Headers and Footers (company logo, confidentiality statement, etc.)
- Document Format and Style
- Page Numbers.

The document also identifies the Word Styles that have been used to develop the Word documents, which comprise the majority of documents in each package.

5 **Open the SDLCforms User Guide**

This document is a user guide for reviewing the purpose of each form or template in the SDLCforms Agile family. It includes:

- A summary of the SDLC forms by package.
- The contents and a visual image of each package.
- A summary table of the forms that are provided in the two SDLCforms Agile Planning and Status Packages.
- A detailed explanation of the forms and templates.

From this documentation, you will then formulate which documents you purchased to incorporate in your SDLC process. And that's it.

You can always return at any time and purchase more forms.