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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 16680-2015

Replacing GB/T 16680-1996

**Systems and software engineering -- Requirements for
managers of user documentation**

系统与软件工程 用户文档的管理者要求

(English Translation)

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Foreword

This standard was drafted in accordance with GB/T 1.1-2009 given rules.

This standard replaces GB/T 16680-1996 "Software Document Management Guide." this standard GB/T 16680-1996 revision compared with the GB/T 16680-1996, the main changes are as follows.

- Name to "Systems and Software Engineering Manager user documentation requirements";
- Adds the second chapter of compliance;
- Remove the role of software in Chapter 4 of the document;
- Remove the role of managers in Chapter 5;

- Increased by 5.1 during the software life cycle management of user documentation;
- Chapter 6 adds document management planning;
- Chapter 6 developed documentation policies (see 1996 edition) was adjusted to 5.3 information management policies and guidelines;
- Deleted the Chapter 7 to develop documentation standards and guidelines;
- Increased Chapter 7 User Documentation Project;
- Increase the project started in Chapter 8;
- Original standard documentation Chapter 8 Program (see 1996 edition) was adjusted to 6.2 user documentation prepared plan;
- Deleted Chapter 9 develop documentation procedures;
- Increased Chapter 9 User documentation management control method;
- Increased Chapter 10 in the document management and control applications;
- 10.1 staff (see 1996 edition) was adjusted to 8.3 Information Development team;
- 10.2 equipment (see 1996 edition) was adjusted to 8.2 infrastructure.

This standard uses the translation method identical with ISO/IEC 26511:2011 "Systems and software engineering managers of user documentation requirements." the Standard made the following editorial changes.

--- For ease of use, the ISO/IEC 12207:2008 6.3.6 and 7.2.1 excerpts in the form given in Table B.1.

Please note that some of the content of this document may involve patents. Release mechanism of the present document does not assume responsibility for the identification of these patents.

This standard by the National Information Technology Standardization Technical Committee (SAC/TC28) and focal points.

This standard drafting units. Network Zhuhai Southern Software Testing Center, China Electronics Standardization Institute, Beijing Normal University, Zhuhai Branch, National Network Software Product Quality Supervision and Inspection Center (Jinan).

Introduction

Effective management of software user documentation is essential work that ensures user documentation is available, accurate, and can be efficiently formed and soft Member matches documentation, delivered on time when the user needs. This standard focuses on the management of user documentation, including software and user documentation the

whole process from initial development to the subsequent release of all user documentation management.

Any person using the application software requires an accurate understanding of how the software is to help users complete tasks. Document may be the first form Now the user in front of a tangible product, so it will affect the users of the product first impression. If the document forms convenient, it is easy to check Find and understand, so users can quickly proficient in the use of the software product. Therefore, good management documentation process can not only help with Households, but also beneficial to reduce training and support costs, but also improve the reputation of our products, manufacturers and vendors.

While many software designers want to design manipulation by the user interface more intuitive ways to reduce write standalone document, but this approach virtually infeasible. User documentation is an integral part of the available software products essential.

Documentation is often considered work after the completion of the software. However, for high-quality software documentation, its preparation should be from the software Planning and design stage, is an indispensable part of the software life cycle process. The correct approach is. Documentation or Information management needs to have its own process and plans to complete the work plan and content it contains.

This standard will help users with the following two criteria. ISO/IEC 15288:2008 "Systems and software engineering life cycle system Process ", and ISO/IEC 12207:2008" engineering software systems and software life cycle process "to help them to manage software user files File as part of the software life cycle to work. This standard defines the terms of the manager software development process documentation. To help him They formulation, implementation and evaluation of the management of user documentation.

NOTE: The documentation and information management processes other ISO/IEC 265NN series of international standards described in the document from the designer/developer, test and evaluation the presiding officer, demand-side and supply-side perspectives forth.

This standard applies to the production of a series of documents of individuals or organizations, but also for the organization to develop a single document projects that are suitable within the team and outsourced document preparation. In addition to the development and production of user manuals, help systems, as well as a separate software product documentation set, it Also applies to a wider range of document management, including end-user documentation installation, implementation, management and operation of the software needed. Normally Under conditions, user documentation manager is also responsible for the information used in the following situations (CMS) development and reuse.

- With the software version of the update, multiple update user documentation;
- Repeatedly reused or adjusted information to support related software products;