INTERNATIONAL STANDARD

ISO/IEC/ IEEE 15289

First edition 2011-11-01

Systems and software engineering — Content of life-cycle information products (documentation)

Ingénierie des systèmes et du logiciel — Contenu des systèmes et produits d'information du processus de cycle de vie du logiciel (documentation)



ISO/IEC/IEEE 15289:2011(E)



COPYRIGHT PROTECTED DOCUMENT

© ISO/IEC 2011 © IEEE 2011

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from ISO, IEC or IEEE at the respective address below.

ISO copyright office Case postale 56 CH-1211 Geneva 20 Tel. + 41 22 749 01 11 Fax + 41 22 749 09 47 E-mail copyright@iso.org Web www.iso.org Published in Switzerland

IEC Central Office 3, rue de Varembé CH-1211 Geneva 20 Switzerland E-mail inmail@iec.ch Web www.iec.ch Institute of Electrical and Electronics Engineers, Inc. 3 Park Avenue, New York
NY 10016-5997, USA
E-mail stds.ipr@ieee.org
Web www.ieee.org

Contents

Page

| Forewo | ord | vii |
|---|--|----------------------------|
| Introdu | ıction | viii |
| 1 | Scope | 1 |
| 2 2.1 2.2 2.3 2.4 | Applicability | 2 3 |
| 3 3.1 3.2 3.3 | Conformance Definition of conformance Conformance situations Type of conformance | 4 4 |
| 4 | Normative references | 5 |
| 5 | Terms and definitions | 5 |
| 6 6.1 6.2 6.3 6.4 6.4.1 6.4.2 | Life cycle data and information items Life cycle data characteristics Records compared to information items (documents) Management of life cycle data (records) Management of information items (documents) Developing the documentation plan Managing and controlling information items | 8 9 9 |
| 7 7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8 | Generic types of information items General Description – generic content Plan – generic content Policy – generic content Procedure – generic content Report – generic content Request – generic content Specification – generic content | 10 11 13 13 14 |
| 8 8.1 8.2 8.3 | Mapping of information items to the life cycle and service management processes | 17 22 |
| 9 9.1 9.2 | Records Record – generic content Specific record contents | 38 |
| 10 10.1 10.2 10.3 10.4 | Specific information item (document) contents | 42 42 43 |
| 10.5 10.6 10.7 10.8 | Asset management plan | 44 44 |
| 10.6 | Audit report | 44 44 |

ISO/IEC/IEEE 15289:2011(E)

| 10.10 | Capacity plan | 45 |
|-------|--|----|
| 10.11 | Capacity management procedure | |
| 10.12 | Change request | 45 |
| 10.13 | Complaint procedure | 45 |
| 10.14 | Concept of operations | 46 |
| 10.15 | Configuration management plan and policy | 46 |
| 10.16 | Configuration management procedure | |
| 10.17 | Configuration status report | |
| 10.18 | Contract | |
| 10.19 | Customer satisfaction survey | |
| 10.20 | Database design description | |
| 10.20 | Development plan | |
| 10.21 | Disposal plan | |
| 10.22 | Documentation plan | |
| 10.23 | | |
| | Domain engineering plan | |
| 10.25 | Evaluation report | |
| 10.26 | Implementation procedure | |
| 10.27 | Improvement plan | |
| 10.28 | Improvement policy | |
| 10.29 | Incident management procedure | |
| 10.30 | Incident report | |
| 10.31 | Information management plan | |
| 10.32 | Information security plan | |
| 10.33 | Information security policy | |
| 10.34 | Installation plan | 55 |
| 10.35 | Installation report | 56 |
| 10.36 | Integration and test report | 56 |
| 10.37 | Integration plan | |
| 10.38 | Interface description | |
| 10.39 | Life cycle policy and procedure | 57 |
| 10.40 | Maintenance plan | |
| 10.41 | Maintenance procedure | |
| 10.42 | Measurement plan | |
| 10.42 | Monitoring and control report | |
| 10.43 | Operational test procedure | |
| 10.44 | Problem management procedure | |
| | Problem report | |
| 10.46 | Process assessment procedure | |
| 10.47 | | |
| 10.48 | Process improvement analysis report | |
| 10.49 | Product need assessment | |
| 10.50 | Progress report | |
| 10.51 | Project management plan | |
| 10.52 | Proposal | |
| 10.53 | Qualification test procedure | |
| 10.54 | Qualification test report | |
| 10.55 | Quality management plan | 63 |
| 10.56 | Quality management policy and procedure | 64 |
| 10.57 | Release plan | 64 |
| 10.58 | Request for proposal (RFP) | |
| 10.59 | Resource request | |
| 10.60 | Reuse plan | |
| 10.61 | Review minutes | |
| 10.62 | Risk action request | |
| 10.62 | Risk management policy and plan | |
| 10.63 | Service availability and continuity plan | |
| | | |
| 10.65 | Service catalog | |
| 10.66 | Service level agreement (SLA) | |
| 10.67 | Service management plan | |
| 10.68 | Service report | 68 |
| 10.69 | Software architecture description | หม |

| 10.70 Software design description | |
|--|----|
| 10.71 Software requirements specification | 70 |
| 10.72 Software unit description | 71 |
| 10.73 Software unit test procedure | 71 |
| 10.74 Software unit test report | 72 |
| 10.75 Supplier management procedure | 72 |
| 10.76 Supplier selection procedure | 72 |
| 10.77 System architecture description | 72 |
| 10.78 System element description | |
| 10.79 System requirements specification | 73 |
| 10.80 Training documentation | 74 |
| 10.81 Training plan | |
| 10.82 User documentation | |
| 10.83 User notification | |
| 10.84 Validation plan | 75 |
| 10.85 Validation report | 76 |
| 10.86 Validation test specification | 76 |
| 10.87 Verification plan | |
| 10.88 Verification report | 77 |
| Annex A (informative) Procedure for identifying information items and their contents | 78 |
| Annex B (informative) Information Items and Records by Source | 79 |
| Bibliography | 83 |
| | |

ISO/IEC/IEEE 15289:2011(E)

List of Tables

| Table 1 — Mapping of ISO/IEC 15288:2008 (IEEE Std 15288-2008), Clauses to Information Items for Each System Life Cycle Process | 18 |
|---|----|
| Table 2 — Mapping of ISO/IEC 12207:2008 (IEEE Std 12207-2008) Clauses to Information Items for Each Software Life Cycle Process | 24 |
| Table 3 — Mapping of ISO/IEC 20000-1:2005 and ISO/IEC 20000-2:2005 Clauses to Information Items for Each Service Management Process | 34 |
| Table 4 — Record References and Contents | 39 |
| Table B.1 — Information Items by Source | 79 |
| Table B.2 — Records by Source | 81 |

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

IEEE Standards documents are developed within the IEEE Societies and the Standards Coordinating Committees of the IEEE Standards Association (IEEE-SA) Standards Board. The IEEE develops its standards through a consensus development process, approved by the American National Standards Institute, which brings together volunteers representing varied viewpoints and interests to achieve the final product. Volunteers are not necessarily members of the Institute and serve without compensation. While the IEEE administers the process and establishes rules to promote fairness in the consensus development process, the IEEE does not independently evaluate, test, or verify the accuracy of any of the information contained in its standards.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of ISO/IEC JTC 1 is to prepare International Standards. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

Attention is called to the possibility that implementation of this standard may require the use of subject matter covered by patent rights. By publication of this standard, no position is taken with respect to the existence or validity of any patent rights in connection therewith. ISO/IEEE is not responsible for identifying essential patents or patent claims for which a license may be required, for conducting inquiries into the legal validity or scope of patents or patent claims or determining whether any licensing terms or conditions provided in connection with submission of a Letter of Assurance or a Patent Statement and Licensing Declaration Form, if any, or in any licensing agreements are reasonable or non-discriminatory. Users of this standard are expressly advised that determination of the validity of any patent rights, and the risk of infringement of such rights, is entirely their own responsibility. Further information may be obtained from ISO or the IEEE Standards Association.

ISO/IEC/IEEE 15289 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 7, *Software and systems engineering*, in cooperation with the Software & Systems Engineering Standards Committee of the IEEE Computer Society, under the Partner Standards Development Organization cooperation agreement between ISO and IEEE.

This first edition of ISO/IEC/IEEE 15289 cancels and replaces ISO/IEC 15289:2006, which has been technically revised.

Introduction

The purpose of this International Standard is to provide requirements for identifying and planning the specific information items (information products) to be developed and revised during systems and software life cycles and service processes. This International Standard specifies the purpose and content of all identified systems and software life-cycle information items, as well as information items for information technology service management. The information item contents are defined according to generic document types and the specific purpose of the document. Information items may be combined or subdivided as needed for project or organizational purposes.

This International Standard is based on the life-cycle processes specified in ISO/IEC 12207:2008 (IEEE Std 12207-2008), Systems and software engineering — Software life cycle processes; ISO/IEC 15288:2008 (IEEE Std 15288-2008), Systems and software engineering — System life cycle processes; and the service management processes specified in ISO/IEC 20000-1:2005, Information technology — Service management — Part 1: Specification; and ISO/IEC 20000-2:2005, Information technology — Service management — Part 2: Code of practice.

IEEE contributed IEEE 12207.1-1997, Industry Implementation of International Standard ISO/IEC 12207:1995. (ISO/IEC 12207) Standard for Information Technology — Software life cycle processes — Life cycle data, as a source for this International Standard.

Systems and software engineering — Content of life-cycle information products (documentation)

1 Scope

This International Standard specifies the purpose and content of all identified systems and software life-cycle and service management information items (documentation). The information item contents are defined according to generic document types, as presented in Clause 7, and the specific purpose of the document (Clause 10).

This International Standard assumes an organization is implementing life-cycle processes in conformance with ISO/IEC 15288:2008 (IEEE Std 15288-2008), Systems and software engineering — System life cycle processes, or ISO/IEC 12207:2008 (IEEE Std 12207-2008), Systems and software engineering — Software life cycle processes, or practising service management in conformance with ISO/IEC 20000-1:2005, Information technology — Service management — Part 1: Specification, and ISO/IEC 20000-2:2005, Information technology — Service management — Part 2: Code of practice. ISO/IEC 12207:2008 (IEEE Std 12207-2008) and ISO/IEC 15288:2008 (IEEE Std 15288-2008) define a set of processes for managing and performing the stages of a systems life cycle. They define an Information Management process, but they do "not detail documentation in terms of name, format, explicit content, and recording media" [ISO/IEC 15288:2008 (IEEE Std 15288-2008), 1.4)]. ISO/IEC 12207:2008 (IEEE Std 12207-2008) establishes a common framework for software life-cycle processes and in passing identifies or requires a number of documentation items. The Process Reference Model does not represent a particular process implementation approach, nor does it prescribe a system/software life-cycle model, methodology, or technique. ISO/IEC 20000-1:2005 establishes general requirements for documents and records ISO/IEC 12207:2008 (IEEE Std 12207-2008) does not always specify when software information items are to be prepared, nor does it identify information item contents. This International Standard provides a mapping of ISO/IEC 15288:2008 (IEEE Std 15288-2008) and ISO/IEC 12207:2008 (IEEE Std 12207-2008) clauses with a set of information items.

The generic document types (which may be referred to as information item types) are to be used to identify the information necessary to support the ISO/IEC 15288:2008 (IEEE Std 15288-2008) agreement, enterprise, project, and technical processes; the ISO/IEC 12207:2008 (IEEE Std 12207-2008), primary, supporting, and organizational life-cycle processes; or the ISO/IEC 20000-1:2005 service management processes.

This International Standard identifies records and information items based on analysis of references in ISO/IEC 15288:2008 (IEEE Std 15288-2008), ISO/IEC 12207:2008 (IEEE Std 12207-2008), ISO/IEC 20000-1:2005 and ISO/IEC 20000-2:2005, which in some cases provide partial or complete outlines for the content of specific documents. However, the requirements for the life-cycle processes do not uniquely and unambiguously state the requirements for the information item contents or the information needed by a user of an information item. Moreover, the information from the life-cycle processes may overlap or may be created and revised at different times. In short, the analysed references do not result in a logically complete list of information items.

For each life-cycle process, it would be possible to prepare a plan, procedures, and reports, as well as numerous records, requests, descriptions and specifications. Such an elaboration of the documentation schema would be more rigorous than specified by ISO/IEC 15288:2008 (IEEE Std 15288-2008) or ISO/IEC 12207:2008 (IEEE Std 12207-2008). As ISO/IEC 15288:2008 (IEEE Std 15288-2008) points out (1.4), "This International Standard does not detail the life-cycle processes in terms of methods or procedures required to meet the requirements and outcomes of a process." Thus, information items may be combined or subdivided as needed for project or organizational purposes, as further defined in Clause 2, Applicability, and Clause 3, Conformance.