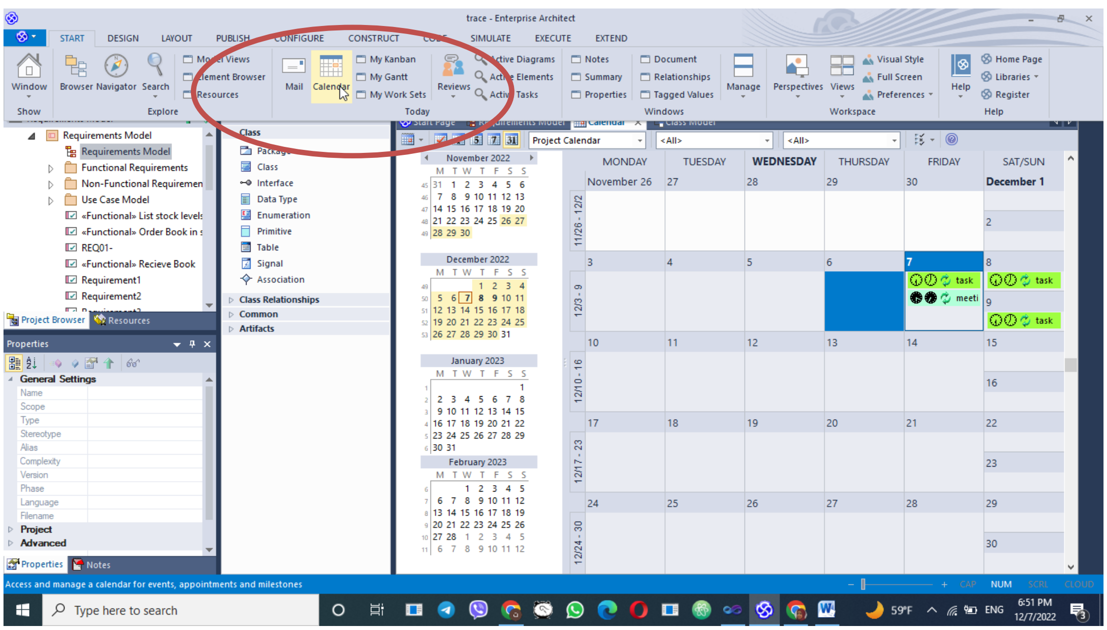
1- Calendar

The ***Calendar*** is a fully featured mechanism for recording the important events in an initiative and displaying other information such as resource allocation. There are day, week and month views and the display can be set to show Calendar entries, Project Tasks and Resource Allocation.

1.1 Where to find the Calendar:-

From START Today section choose Calendar

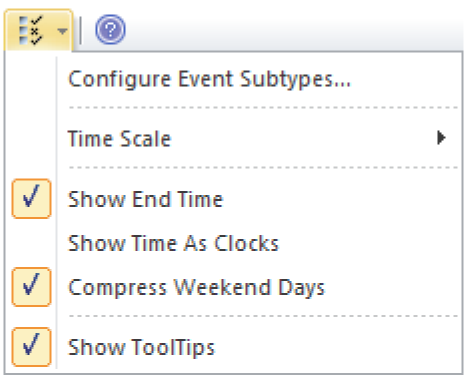


1.2 Usage of the Calendar:-

The Calendar can be used to schedule and view events such as meetings, milestones, reviews, workshops and more. It can be used to view the allocation of resources to elements in the repository such as who is analyzing a set of requirements. It can also be used to view Project Tasks. An analyst can conveniently click through to the elements in the Project Browser or the Project Tasks.

1.3 Options for the Calendar:

The **Calendar** has a number of options including the ability to create recurrent events. There is an options toolbar icon that allows aspects of the Calendar's appearance to be configured.



1.4 How to Record an event in the Project Calendar:

1	Double-click on the required day, or the first day in a longer period. The 'Project Event' dialog displays.
2	In the 'Subject' field, type the name of the event.
3	If the event is to take place at a specific place, in the 'Location' field type the name of the place or room.
4	In the 'Category' field, click on the drop-down arrow and select the appropriate categorization: • Event (such as an external trade show, or internal presentation) • Meeting (whether internal or external) • Milestone/Objective (such as a product test or release) • People (an absence or commitment of a specific staff member)
5	If the event is likely to occupy one complete day, select the 'All day event' checkbox; this: • Places the event icon at the top of the day field in the Diary, above any time sections • Hides the time sections of the 'Start time' and 'End time' fields
6	In the Start time and End time fields, specify the start and end dates and/or times of the event.

	In the date section of each field.
7	In the 'Event Type' field, click on the drop-down arrow and select an appropriate type label for the event; the options change depending on the value you selected for the 'Category' field. This provides the fill color for the event icon, as indicated by the fill box next to each option.
8	In the 'Defined as' field, click on the drop-down arrow and select the indicator for whether the event is internal or external to your organization.
9	If the event consists of a telephone call, select the 'Phone Call' checkbox.
10	In the description field, type any notes required on the event; these display in the mouse roll-over tool-tip for the event on the 'Diary' panel.
11	If this event repeats at regular intervals, click on the Recurrence button and complete the 'Event Recurrence' dialog.
12	Click on the OK button to save the event and display it on the Calendar.

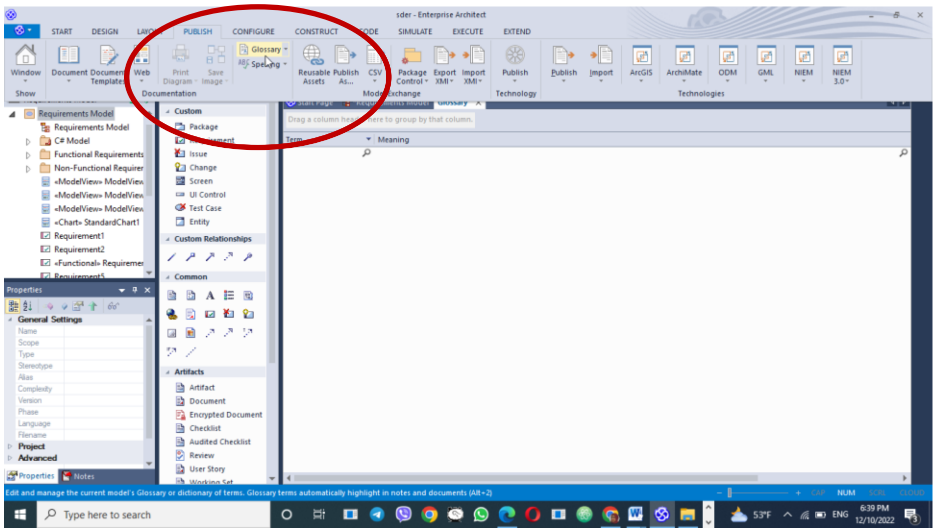
2- Glossary:-

A glossary is critical in ensuring crystal clear communication among the project participants; this includes ensuring the project's requirements are clearly understood. Similarly, we wanted to create a requirements glossary in order to clarify many of the key terms related to product requirements and software requirements.

The Glossary is a project level dictionary of the important terms and their meanings categorized by type. Any number of terms, their types and meanings can be defined and these can be referenced from the notes of model elements. The terms can be included in documentation or generated as a stand-alone report. When working with domain specific requirement specifications, architectures and other models it is essential that new terms and over-ridden meanings for common words or phrases are kept in a suitable dictionary format to ensure proper understanding of documentation and specifications.

2.1 Where to find the Glossary:-

Publish Documentation section Glossary

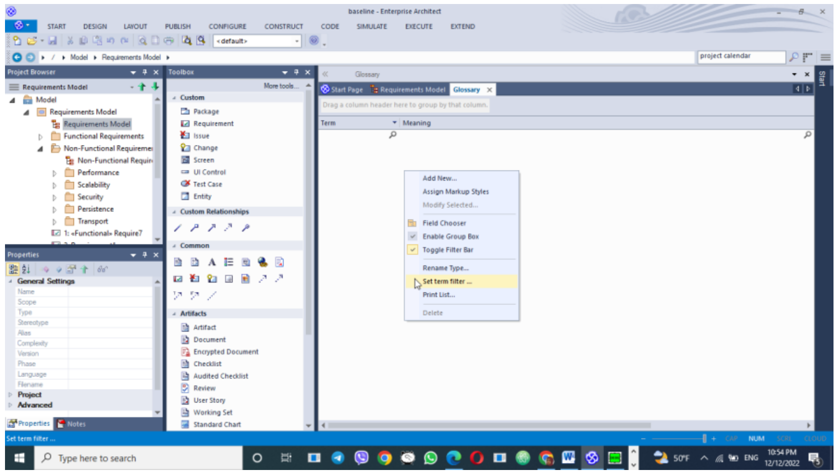


2.2 Usage of the Glossary:-

The project Glossary can be used to record the important terms of a project or domain grouped by the type of term, allowing business, technical and domain specific types to be defined. A glossary report can be generated as a stand-alone report or the glossary can be included as a section of another document.

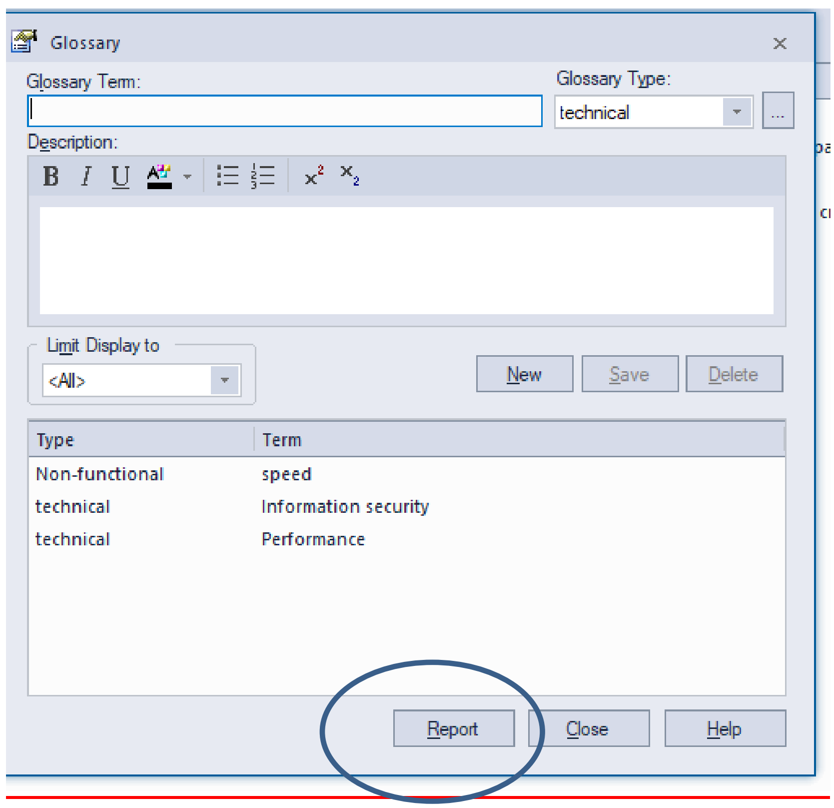
2.3 Options for the Glossary:-

The Glossary has a number of options to determine the terms that are displayed in the list and to define the style that is used for types of terms in documentation.



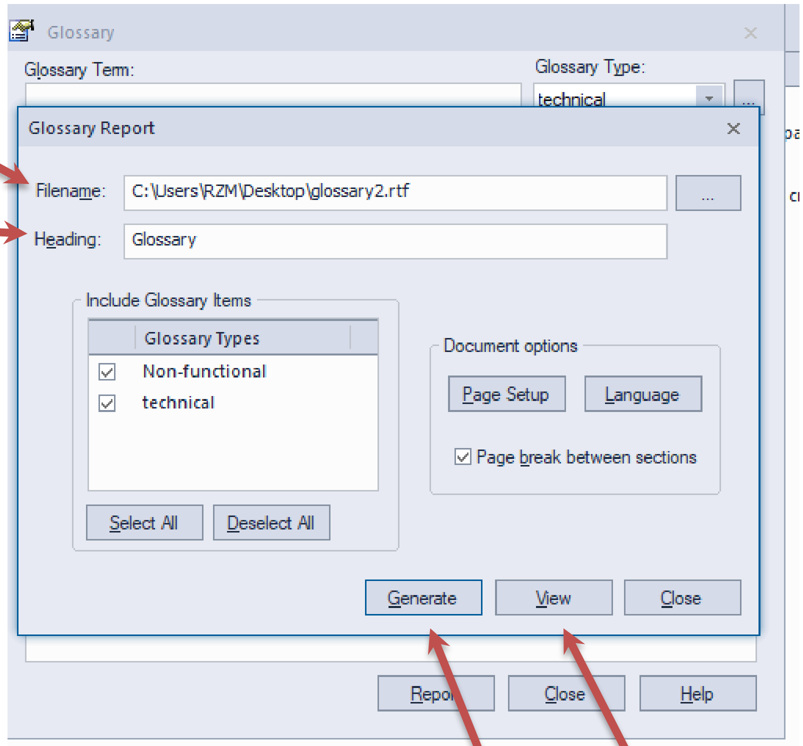
2.4 How can Generate a Glossary Report :-

From Glossary window -> edit -> Go to Report



Insert file name and path

Write Heading of the report file



Generate the report . click on View to open this report.rtf