

# **PRCI Final Report Specification**

February 18, 2010

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## **Basic Information**

Prepare a separate report information sheet including the following information to accompany each report.

1. Report Title
2. Number of Pages (including all Appendices)
3. Release Date (Date Approved by Technical Committee)
4. Software Included (Y/N)
5. Software Specifications (See Software Specifications – Appendix A)
6. PRCI Research Contract Number
7. Contractor
8. Authors
9. PRCI Technical Committee Name
10. Report Abstract (See Abstract Section)
11. Keywords (See Keyword Section)

## **Abstract**

The report Abstract is used for publication description and allows the documents to be referenced accurately via the Internet. This naturally increases the publication value, availability, and accessibility to the public. Although there are no rules as to the length of the Abstract, a limit of 250 words is preferred.

## **Keywords**

Keywords are important for searching for publications and software on the report websites. We request that you provide at least three keywords in order of importance. Keywords should represent the key terms and phrases from the Abstract. An example of keywords that add value to publication listings are “welding”, “corrosion”, “SCC”, “dents”, “solids”, “hydrates”. Please use words that are common to the industry and germane to your Final Report.

## **Graphics**

Graphics should be as clear as possible. Copies and Faxes are very difficult to clearly reproduce and should be avoided wherever possible. Original photos, or precisely scanned files should be used to preserve the highest level of quality. File compression should be used for large files. If the graphics are to be used for the Web, use the highest resolution and color density possible within existing online graphics formats (JPG and GIF files).

## **Presentation**

Format must be in US paper format. A margin of at least 25mm (1 in) should be left on all sides of each page. Acceptable font specifications include:

Size 10-12

Font Arial, Verdana, Times New Roman, or Tahoma.

No pages in the report should include any contractor proprietary header or footer information, including logos.

## **Cover Page**

The cover page is required to have the following information:

1. Final Report Title
2. PRCI Research Contract Number
3. Author's Name
4. Contractor Name
5. Release Date
6. PRCI Disclaimer (see sample cover page)

Sample cover page is included in Appendix B.

## **Project Team**

A separate page following the cover page should list the PRCI project team members and their company affiliation.

## **Table of Contents**

The Table of Contents should have major section headings, and subsection headings, listed with page numbers. In addition, all references and appendices must be listed in the Table of Contents. A List of Tables and a List of Figures should also be provided.

## **Executive Summary**

The Executive Summary is a key component of a report. The Executive Summary is a highly condensed version of the most important information contained in the full document. Many readers may only look at the Executive Summary when deciding whether or not to read the entire document. Therefore, the Executive Summary must be a well-written and concise summary that gives readers a substantial understanding of the research conducted and its results and benefits.

The Executive Summary is the report miniature (1 – 2 pages) and expands on the information presented in the Abstract. It includes enough information for readers to become acquainted with the key objectives, results, and benefits of the research conducted without having to read the full document. The Executive Summary contains a statement of the project goal, necessary background material and information, a description of research conducted, and the major conclusions. An effective Executive Summary should communicate the main points and benefits of the research conducted without becoming bogged down in details.

It is likely that someone who reads only the Executive Summary will not have the technical background of the author or other technical experts involved in producing the Final Report. Therefore, detailed technical information, references, and vocabulary should be kept to a minimum.

## **Introduction**

The Introduction is used to give the history of the research project and an overview of the report. This portion of the report conveys the need for the research, the results of the research, and the benefits of the research.

## Value to Members

Projects approved by PRCI's Board of Directors will have proposed benefits listed in the Ballot Summary Sheet, which may be confirmed or revised by the Project Team subsequent to authorization. The Project Team will convey the proposed benefits to Contractor along with the Scope of Work when finalizing the contract document. Contractor will include a section in the final report entitled Value to Members addressing how the research results support the proposed benefits.

## Data

While all data necessary to an understanding of a discussion should be included with the text at that point in the report, all data relevant to the report should be placed in an Appendix.

## Referenced Publications

List all publications upon which contents of the report are based or which are essential to an understanding of the contents.

## Software

All software must comply with PRCI Software Specifications, included as Appendix A.

## Delivery

An electronic file containing the final approved report and all supporting materials will be posted to PRIME, the PRCI web based project management software.

PRCI accepts electronic documents in a wide range of formats and from a wide range of software programs, as follows:

Word Processing: Files created in commonly used DOS®, Windows®, word processors, such as Microsoft Word® and WordPerfect®, or straight ASCII (text) files are accepted.

Graphics: All Corel® Products, Adobe® Acrobat® and Photoshop®, and all the non-proprietary graphics file standards such as GIF, JPG, TIF, and virtually all graphics standards compatible with the PC.

Spreadsheets: Microsoft Excel®, or Lotus 1-2-3®

TECHNICAL NOTE: Adobe Acrobat files are most welcome. We also request that you send the word processing or desktop publishing files in the event that a minor change needs to be made to the original. All revisions will be noted in the document.

## Version Control

Use version control on the cover page of reports posted to the website in the following format:

Version	Date of Last Revision	Date of Uploading	Comments

# Appendix A

## Software Specifications

### 1. Software Application

The contractor must provide for each software application, a set of elements produced as a result of the software development process including design documentation, source code, source code supporting documentation, compiled code in the form of executables or dynamic link library, help system, user manual, installation/setup and testing protocols.

### 2. Applied Software Technology Requirements

- (1) In the design of the software application Contractor shall use and apply software industry accepted standards and technologies for software application architecture.
- (2) In the development process the Contractor shall use contemporary software programming technology, languages, and development tools which will produce stand alone executables.
- (3) Software application source code should be documented, and additional source code supporting documentation should be provided by the Contractor. Source code supporting documentation should provide additional information such as list of files, third party components information, underlying technology, description of the math models and/or algorithms.
- (4) Contractor shall implement version control in the software application for both the (a) source code and (b) executables.
- (5) In the design, development and implementation of the software application's Graphical User Interface (GUI), Contractor shall ensure that the GUI fully complies with the Microsoft guidelines for GUI design as described in Microsoft document "UX Guide – User Experience Guidelines"
- (6) Contractor shall implement type checking, input error prevention and handling controls.
- (7) The software application should have an independent reporting system.
- (8) Contractor shall deliver a software application with an integrated Help system developed and based on Microsoft HTML Help Technology. The Help system should contain all necessary elements and information for the user to properly run the software application.
- (9) Contractor shall provide a software application User Manual.
- (10) Contractor shall prepare the software application setup in accordance with Microsoft Installer (MSI) Technology for easy deployment and maintenance.
- (11) Contractor shall perform complete testing of the software application prior to submitting the application to PRCI for acceptance. The software testing should verify that the software application meets both the required functionality regarding applied (a) pipeline technology and (b) software technology. For software technology the Contractor must test the software to ensure installation and operation under all current released Windows operating systems (e.g., 2000/XP/Vista).

### 3. Software Application Deliverables & Acceptance

- (1) Contractor shall deliver to PRCI the software application setup and corresponding user manual of final version with the software testing report form by posting to the PRCI PRIME site along with the Final Report.
- (2) Contractor shall deliver to PRCI for acceptance the software application source code and source code supporting documentation by posting to the PRCI PRIME site.
- (3) Should PRCI find any errors or malfunctioning in the software application during the acceptance process, the Contractor shall take immediate corrective action and resubmit the software once the software has been corrected and tested.
- (4) Contractor shall bear all risks relating to the software application until its final acceptance

### 4. Ownership of the Software Application

Ownership and use rights will be as contained in the base contract between PRCI and Contractor.

## **5. Warranty Obligations**

- (1) The Contractor confirms the undertaking of all warranty obligations at no additional costs. Under the warranty software application will be kept functional during the warranty period at the level of functionality when initially developed and accepted by PRCI.
- (2) The Contractor shall warrant that the software application at time of delivery is of the most recent version and incorporate current versions of software design and tools. Contractor shall further warrant that software application or its elements have no defect arising from design, development, tools or workmanship.
- (3) The Contractor will be responsible for correcting/making well any defect in or damage to any part of software application which may appear or occur during the warranty period and which results from faulty workmanship or development of the software application, or any act of omission of developer.
- (4) The Contractor will be committed to, at its own cost, correct/make well the defect or damage. If the contractor is unable or unwilling to make the correction, PRCI will have the right to carry out the work at the expense of the contractor.
- (5) The source code delivered by the Contractor will be signed with digital signature as a proof of origin and must be properly documented and packed in the form which will be convenient for PRCI or recipient organization to use for maintenance and further development or upgrade of the software application. If modifications are made to the source code by any other than Contractor the warranty obligations for the Contractor will expire accordingly.
- (6) The warranty shall remain valid for period of 1 (one) year after final acceptance of the software application by PRCI.

## **6. Software Application Upgrades**

The Contractor shall be prepared to upgrade the software application upon request of PRCI, and the Contractor shall be separately remunerated for such additional work under separate agreement with PRCI. If no agreement can be reached between PRCI and the Contractor, PRCI retains the right to use any other software developer for any upgrades or other modifications.

# Appendix B Sample Final Report Cover Page



Catalog No. L5XXXX

(Name of Project)

Contract PR-\_\_\_\_\_

Prepared for the  
\_\_\_\_\_ Technical Committee

Of

Pipeline Research Council International, Inc.

Prepared by the following Research Agencies:

(Name of Contractor)

Authors:  
(Name of Authors)

Release Date:  
(Date)

(Internal Use Only or Public Access)

Version	Date of Last Revision	Date of Uploading	Comments

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Pipeline Research Council International Catalog No. L5XXXX

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PRCI Reports are Published by Technical Toolboxes, Inc.

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