

Requirements Document Wizard (RDW)

Requirements Center, DSMC, DAU

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DAU

Agenda



- Purpose
- Available Document Templates
- Capabilities: Macro and Micro
- Enforcing JCIDS Manual Requirements
- Gaining Access to the Software
- Website and Feedback

Purpose



- Purpose:

- The RDW is a new and novel software package created by the Defense Acquisition University (DAU) that helps Requirements Managers construct quality requirements documents (think Initial Capabilities Documents (ICDs), Capability Development Documents (CDDs), etc.) in line with the governing regulation—the JCIDS Manual.
- There are more than 4,000 potential users worldwide—spread across the Services, DoD Agencies, the Joint Staff, Combatant Commands, and beyond.
- The current process usually entails an RM opening MS Word, perhaps referencing a template or example document provided by their unit, perhaps referencing one or more job support tool provided by DAU, and collaborating on that document with other RMs via some method of file sharing. Moreover, sometimes these resources may be within different domains (NIPR, SIPR, JWICS).

The RDW is a complete package of software that fuses ALL of these resources together—within any domain.

Available Document Templates



- In version 1.2, two document templates are available:
 - ICD-2021
 - CDD-2021
- In version 1.3, to be published in the Summer of 2025, eight templates will be available—one for each document outlined in the JCIDS Manual:
 - ICD-2021
 - CDD-2021
 - IS-ICD-2021
 - IS-CDD-2021
 - SW-ICD-2021
 - CDD Annex/Increment-2021
 - DCR-2021
 - JUON/JEON-2021
- The RDW team intends to create and make available Service-specific document templates in the future—IF the Services are willing to provide the functional expertise

The RDW intends to provide document templates for ALL of your requirements document-writing needs!

Capabilities: Macro and Micro



■ Macro-level:

- JCIDS Manual and DAU glossary built-in
- Section-by-section JCIDS extracts and SME-curated content
- Mandatory and optional sections and/or sub-sections
- Stand-alone instance, but can tie into shared drive (collaboration)
- Red/green visual enforcement of mandatory requirements
- Required tables pre-constructed

■ Micro-level:

- Rich-text fields (red or black text, italicize, bold, bullets, etc.)
- Cut/paste—and change font (if required)
- Spell-check
- Add picture (.jpg/.jpeg) or table
- Document preview (MS Word)
- Finds and surfaces all acronyms
- Separate “Notes” section to leave yourself or others notes

The RDW walks document writers through the process via a powerfully enhanced, intuitive interface

Enforcing JCIDS Manual Requirements (1 of 2)



- The RDW sequentially queues up the sections and sub-sections, down to the individual elements, as required by the various Annexes and Appendices in Enclosure B: JCIDS Document Formats
- Most sections and sub-sections are presented as MANDATORY, while others are presented as OPTIONAL—to allow the writer flexibility in where and how they address various Manual requirements
- If/when MANDATORY requirements are not addressed, the software highlights omissions with **RED markers**:



Choose the Classification Type

- When MANDATORY requirements are addressed (or when OPTIONAL requirements are skipped), the software presents **GREEN markers**:



Enforcing JCIDS Manual Requirements (2 of 2)



- By default, the software:
 - Pre-populates document section headers (User will have the ability to modify)
 - Ensures use of correct font and size (of all typed entries)
 - Pre-set margins and page order
 - Automates the population of the table of contents (in conjunction with MS Word)
- The software WILL NOT identify or correct CONTENT errors:
 - Poorly written entries (or randomly typed words)
 - Incorrect entries (picture where table should be, text where table should be, etc.)
 - Flow of scientific notation (many prompts/cues, but will not enforce/change)
 - Executive summaries that exceed one page (will not alert or truncate)

The RDW does all it can to assist the document writer in following the JCIDS Manual—but user quality control is absolutely necessary

Gaining Access to the Software



- Working with your IT Help Desk:
 - It is **VERY LIKELY** that because this software is made available via a downloadable .zip file that you'll need to work with your supporting IT Help desk to gain access
 - It is also possible that someone within your domain has already done so—such that it is available via some sort of “Software Center” or “Software Library”—just ask them!
 - Your IT Help Desk can even make this available on higher classification networks
- RDW Support:
 - In support of this access process, the RDW team has created a document called “RDW Access Guide”
 - The Access Guide is posted on the website and is intended to help you communicate to your IT Help Desk what the RDW is and other technical details, in support of their unique testing, configuration control, and change management processes

Gaining access to the software will entail communicating with your IT Help Desk—and the RDW Team is ready to assist you

Website and Feedback



■ Website:

- “All-things-RDW” will be published to the RDW Website: <https://content1.dau.edu/rdw>
- The website contains RDW-relevant artifacts, including:
 - Link to the most current version (downloadable .zip file)
 - User Guide
 - Desk Reference and FAQs
 - RDW Access Guide
 - A copy of the ATO memo

■ Feedback:

- DAU and the RDW development team are **ALWAYS** open to feedback and assistance in making this software as capable, useful, and accurate as possible
- Please use this e-mail to communicate with the RDW team: JCIDS-RDW@dau.edu

Writing documents is a ‘team sport’—and so is making this software application the best it can be for the Requirements Management community


Backups: Screenshots









Backups: Screenshots



Home Page / Landing Page

 Requirements Document Wizard (Version 1.2) _ □ ×

-  Create
-  Saved
-  Settings
-  Feedback
-  Show Help
-  Trash

START SOMETHING NEW ?

Initiate project creation either by utilizing the Wizard Workflow for a step-by-step guide or opt for a quicker start with a pre-made template.

[Create New Project](#)

PICK UP FROM LAST TIME ?

Pick up where you left off, by resuming your work by loading any of your previously saved projects, or by Importing a version to build on top of.

[Load / Import Saved Project](#)

Backups: Screenshots



Choosing the type of document template you need

The screenshot displays the Requirements Document Wizard (Version 1.2) interface. The main heading is "CREATE NEW PROJECT". Below this, there is a search bar and three buttons: "CREATE NEW PROJECT", "SAVED PROJECTS", and "IMPORT PROJECT". The interface is divided into two sections: "2025" and "2021".

2025 Section:

- DCR-2025:** (Joint) DOTmLPP-P Change Recommendation (DCR-2025). Button: Create New Project.
- JUON-JEON-2025:** Joint Urgent Operational Need / Joint Emergent Operational Need - (JUON-JEON-2025). Button: Create New Project.

2021 Section:

- CDD-2021:** Capability Development Document (CDD-2021). Button: Create New Project.
- ICD-2021:** Initial Capabilities Document (ICD-2021). Button: Create New Project.

The left sidebar contains navigation icons for Create, Saved, Settings, Feedback, Show Help, and Trash.

Backups: Screenshots



The 'Introduction' section of a document template

The screenshot displays the Requirements Document Wizard (RDW) interface. The title bar reads "Requirements Document Wizard (Version 1.2)". The main navigation bar shows a sequence of sections: Introduction (selected), Cover Page, Validation Page, Waivers (If applicable), and Exel. The current section is "Introduction", with a "Show Preview" button. The content area displays the following text:

Welcome to the Requirements Document Wizard (RDW)!

You are working on a **Capability Development Document (CDD)** relevant to the **2021** version of the Joint Capabilities Integration Development System (JCIDS) Manual.

All CDDs specify warfighter capability requirements in terms of performance attributes that pertain to a particular system.

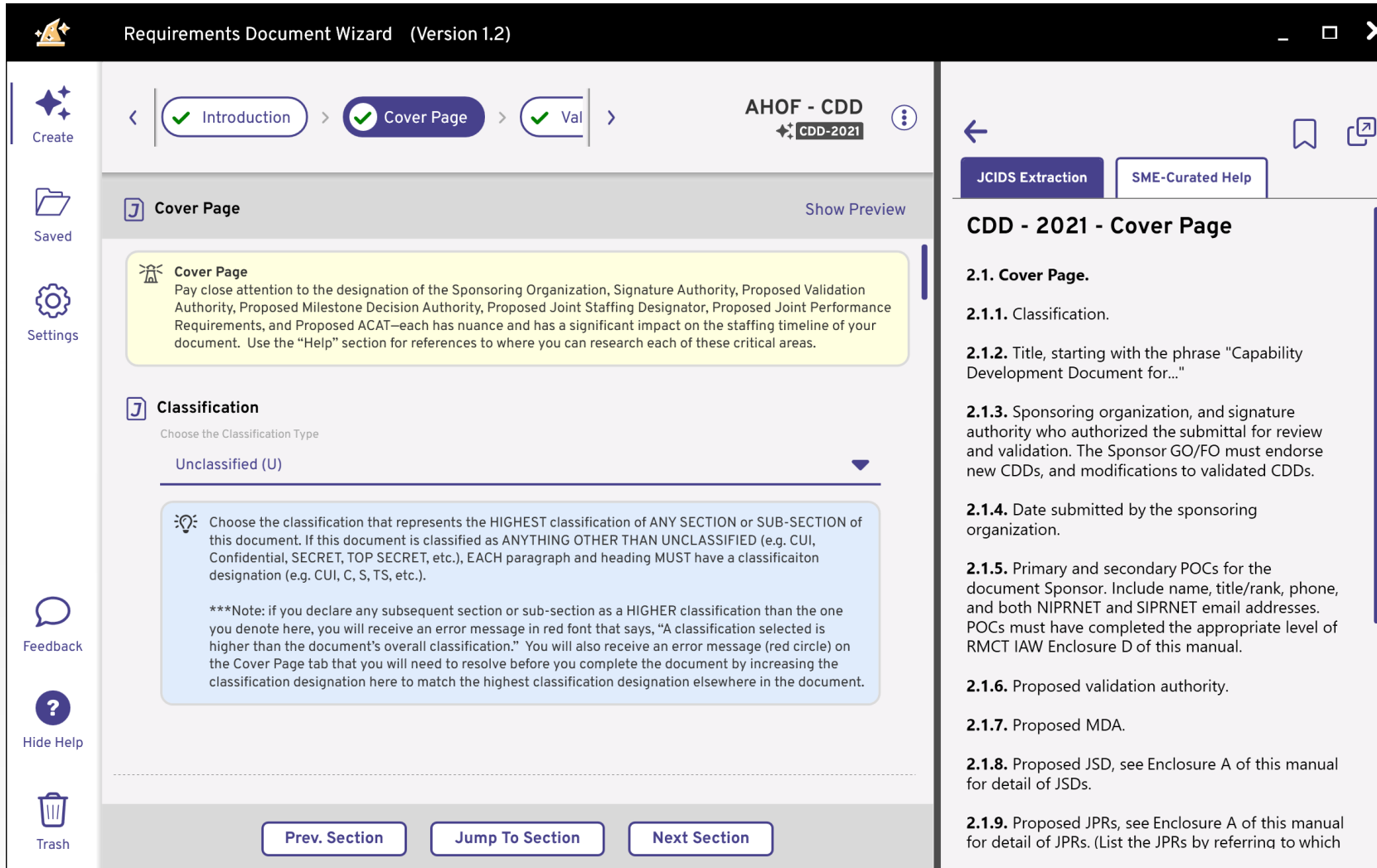
- These include Key Performance Parameters (KPPs), Key System Attributes (KSAs), and Additional Performance Attributes (APAs). These KPPs, KSAs, and APAs support the development of one or more increments of a particular materiel capability solution.
- Your "draft" CDD (NOT submitted to the Joint Staff; approved at Service level) is needed to support Milestone A and the Technology Maturation and Risk Reduction (TMRR) phase.
- Your "validated" CDD ("validated" by the Joint Staff or other "validation" authority) is needed for the Development Request for Proposal (RFP) Release review and Milestone B.
- NOTE: A validated CDD is also required for Milestone C; however, if there are no changes from the CDD validated prior to Milestone B, you may proceed directly to Milestone C without revalidation.
- If performance attributes change as a result of the EMD phase, you must submit your updated CDD for review and revalidation IAW the deliberate staffing section of the JCIDS Manual.
- In cases where the Milestone Decision Authority (MDA) waives either Milestone A or B and decides to conduct an Engineering and Manufacturing Development (EMD) acquisition phase, you will need to move your CDD to validation BEFORE the release of the EMD RFP - OR the beginning of the EMD phase of acquisition, whichever comes first.

At the bottom of the content area, there are three buttons: "Prev. Section", "Jump To Section", and "Next Section".

Backups: Screenshots



Accessing JCIDS extracts and SME-curated help/hints



Backups: Screenshots



Accessing the 'HELP' capabilities

Requirements Document Wizard (Version 1.2)— □ ×

Create Saved Settings Feedback Hide Help Trash

Introduction > Cover Page > Val >AHOF - CDD
CDD-2021

IntroductionShow Preview

Welcome to the Requirements Document Wizard (RDW)!

You are working on a **Capability Development Document (CDD)** relevant to the **2021** version of the Joint Capabilities Integration Development System (JCIDS) Manual.

All CDDs specify warfighter capability requirements in terms of performance attributes that pertain to a particular system.

- These include Key Performance Parameters (KPPs), Key System Attributes (KSAs), and Additional Performance Attributes (APAs). These KPPs, KSAs, and APAs support the development of one or more increments of a particular materiel capability solution.
- Your "draft" CDD (NOT submitted to the Joint Staff; approved at Service level) is needed to support Milestone A and the Technology Maturation and Risk Reduction (TMRR) phase.
- Your "validated" CDD ("validated" by the Joint Staff or other "validation" authority) is needed for the Development Request for Proposal (RFP) Release review and Milestone B.
- NOTE: A validated CDD is also required for Milestone C; however, if there are no changes from the CDD validated prior to Milestone B, you may proceed directly to Milestone C without revalidation.
- If performance attributes change as a result of the EMD phase, you must submit your updated CDD for review and revalidation IAW the deliberate staffing section of the JCIDS Manual.

Prev. SectionJump To SectionNext Section

HELP CENTER HOME

Search for Resources, Help and more

ADDITIONAL RESOURCES

View Documents

FREQUENTLY ASKED QUESTIONS

- Where can I find the End User License Agreement? ▾
- How can I view entirety of the JCIDS manual? ▾
- Where can I access default table formats? ▾
- Where can I access the DAU Glossary? ▾

Still Stuck?

[Feedback](#)

Backups: Screenshots



Accessing pre-constructed table formats

Documents > DocumentGeneratorFiles > AdditionalResources

Search AdditionalResources

Name	Date modified	Type	Size
ExcelTables	2/14/2025 9:31 AM	File folder	
2021 JCIDS Manual	6/13/2024 2:55 PM	Adobe Acrobat Docu...	9,818 KB
DAU Glossary-12-17-2024	12/17/2024 3:05 PM	Adobe Acrobat Docu...	1,661 KB
Requirements Document Wizard User Guide - ...	1/21/2025 12:24 PM	Adobe Acrobat Docu...	8,774 KB
2021	2/14/2025 9:31 AM	File folder	
CDD-2021			
ICD-2021			

2021

- Figure B-7 CDD CR Traceability
- Figure B-8 KPP Table
- Figure B-9 KSA Table
- Figure B-10 APA Table
- Figure B-11 Net-Ready Performance Attribute
- Figure B-13 Summary of Req Res
- Figure B-14 CSA Table

Backups: Screenshots



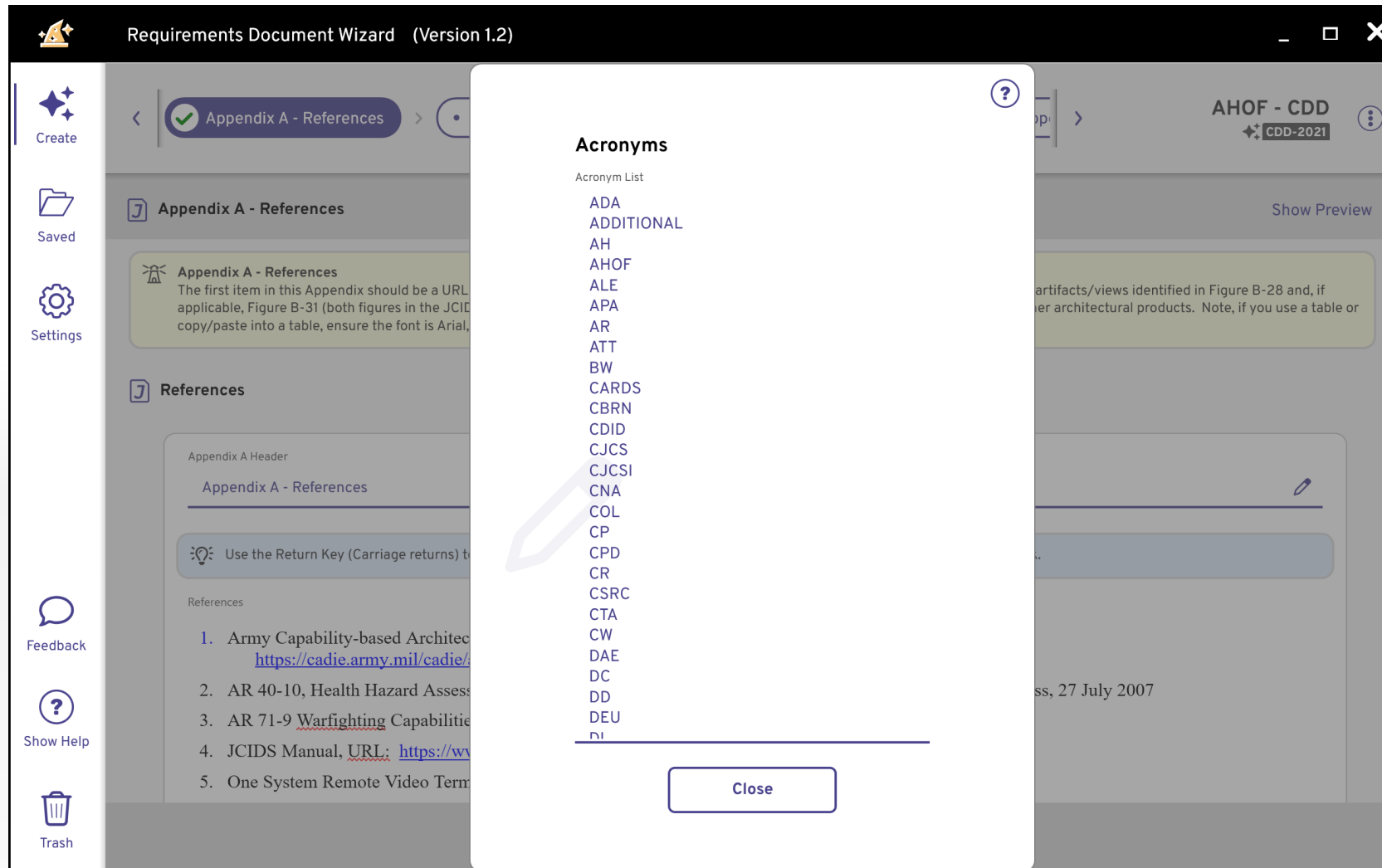
Previewing your document's progress

The screenshot shows the Requirements Document Wizard (RDW) interface. At the top, a dark red banner contains the text "Previewing your document's progress". Below this, the application window title is "Requirements Document Wizard (Version 1.2)". The main interface is divided into several sections. On the left, there is a sidebar with icons for "Create", "Saved", "Settings", "Feedback", "Show Help", and "Trash". The top navigation bar shows a sequence of steps: "Introduction", "Cover Page", "Validation Page", "Waivers (If applicable)", and "Execute". The "Cover Page" step is currently selected and highlighted. The main content area is split into two panes. The left pane shows the "Cover Page" section with a yellow warning box that reads: "Pay close attention to the designation of the Sponsoring Organization, Signature Authority, Proposed Validation Authority, Proposed Milestone Decision Authority, Proposed Joint Staffing Designator, Proposed Joint Performance Requirements, and Proposed ACAT—each has nuance and has a significant impact on the staffing timeline of your document. Use the 'Help' section for references to where you can research each of these critical areas." Below this is the "Classification" section, where "Unclassified (U)" is selected. A blue information box provides instructions: "Choose the classification that represents the HIGHEST classification of ANY SECTION or SUB-SECTION of this document. If this document is classified as ANYTHING OTHER THAN UNCLASSIFIED (e.g. CUI, Confidential, SECRET, TOP SECRET, etc.), EACH paragraph and heading MUST have a classification designation (e.g. CUI, C, S, TS, etc.)." A note below states: "***Note: if you declare any subsequent section or sub-section as a HIGHER classification than the one you denote here, you will receive an error message in red font that says, 'A classification selected is higher than the document's overall classification.' You will also receive an error message (red circle) on the Cover Page tab that you will need to resolve before you complete the document by increasing the classification designation here to match the highest classification designation elsewhere in the document." The right pane shows a preview of the document page, which is titled "Unclassified (U)" and "CAPABILITY DEVELOPMENT DOCUMENT (CDD) FOR Attack Hovercraft of the Future (AHOF)". It includes the version "Version 2019-1" and the date "Date Submitted: 1/23/2019". The document content lists the Sponsoring Organization as "U.S. Army Futures Command" and provides contact information for the Primary POC (Fred Flintstone) and Secondary POC (Barney Rubble). The bottom of the interface features a row of buttons: "Prev. Section", "Jump To Section", "Next Section", "Update Preview", "Open Project in MS Word", and "Save".

Backups: Screenshots



Surface acronyms used in your document



Requirements Document Wizard (Version 1.2)

Appendix A - References

Appendix A - References

The first item in this Appendix should be a URL applicable, Figure B-31 (both figures in the JCIDS copy/paste into a table, ensure the font is Arial,

References

Appendix A Header

Appendix A - References

Use the Return Key (Carriage returns) to

References

1. Army Capability-based Architecture <https://cadie.army.mil/cadie/>
2. AR 40-10, Health Hazard Assessment
3. AR 71-9 Warfighting Capabilities
4. JCIDS Manual, URL: <https://www.jcids.mil/>
5. One System Remote Video Terminals, 27 July 2007

Acronyms

Acronym List

- ADA
- ADDITIONAL
- AH
- AHOF
- ALE
- APA
- AR
- ATT
- BW
- CARDS
- CBRN
- CDID
- CJCS
- CJCSI
- CNA
- COL
- CP
- CPD
- CR
- CSRC
- CTA
- CW
- DAE
- DC
- DD
- DEU
- NI

Close

Backups: Screenshots



Leave yourself notes or communicate with collaborators

The screenshot displays the Requirements Document Wizard (Version 1.2) interface. The top navigation bar includes a home icon, the title "Requirements Document Wizard (Version 1.2)", and window control buttons. Below this, a breadcrumb trail shows the current location: "Index E - Cyber Survivability" > "Appendix F - EMS Survivability" > "Annexes A-Z." > "Notes". The right side of the navigation bar shows "AHOF - CDD" and "CDD-2021".

The main content area is titled "Notes" and includes a "Show Preview" link. A yellow warning box states: "Notes: This section is strictly used to make or keep notes on your work (to yourself) or to pass notes to other users collaborating on your document over time. The contents of this section WILL NOT render on your draft or final document." Below this is an "(Optional) - Notes" section with a rich text editor containing the text: "Consider this section a 'scratch pad' or 'note pad' for any thoughts you may want to remember or pass along to others collaborating on your document." The editor includes a toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, table, and image.

The left sidebar contains navigation options: "Create", "Saved", "Settings", "Feedback", "Show Help", and "Trash". At the bottom of the interface, there are three buttons: "Prev. Section", "Jump To Section", and "Next Section".