

stdSEM[®] Help pages

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New contents
of stdSEM



How to use
the stdSEM



Where
am I?



Help



Home

Welcome to the hyperworld of stdSEM!

Version 1.1

stdSEM[®]: The software engineering method of PSE for standard projects

Our hint: (Important, if this is your first visit or you aren't yet an experienced surfer)

- As an introduction, we offer you the **new contents of stdSEM**.
- **How to use the stdSEM** shows how you can find your way round the web quickly.
- Then take a look at the **plan** of the web (icon "Where am I?").
- After this move to the **Help page** and click on various items to help acquaint yourself with how the help system works.
- You can then (hopefully!) start working without problems (**Homepage**). Please use the e-mail address at the foot of each page for **feedback**, questions and criticisms.

You can return to this Welcome page by clicking the "Welcome" icon in the stdSEM homepage, for example.

The stdSEM team would like to wish you every success with your projects!

Siemens AG Österreich, Program and Systems Engineering PSE

Contact: [stdSEM Webmaster](#)

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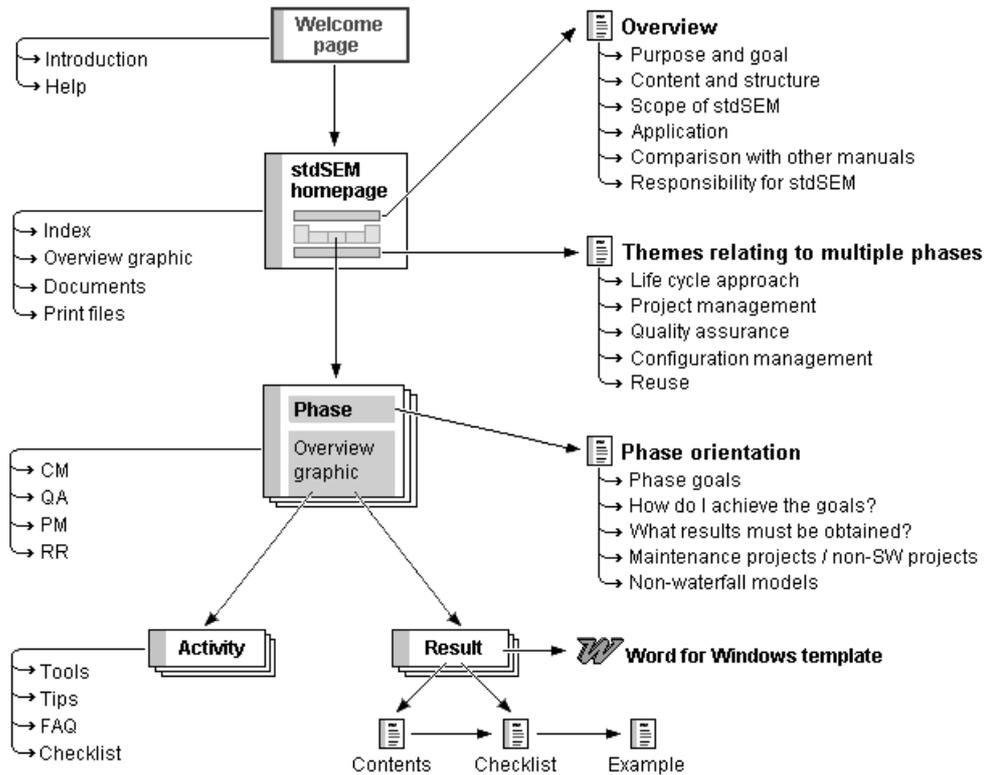
Structure of stdSEM



Back

You are in the **Welcome page** of **stdSEM**, see the **red** marking in the graphic.

This overview can be accessed from virtually any page in the web ("Where am I?" icon in the header) and shows your current position in the web at any time. The arrows show the most important links between web pages.



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stdSEM Help Page



General information: How do I "surf" a web?

- [The Internet - what's that?](#)
- [Brief introduction to the Netscape WWW browser](#)
- [Downloading new WWW browsers](#)
- [Setting important options \(proxy server, cache, link to Word for Windows, etc.\)](#)
- [Printing problems](#)

What does the SEM web have to offer?

- [Overview](#)
- [Goodies: Annotated checklists, Word for Windows templates, FAQs, links to the "outside world", etc.](#)
- [Quizzes and games](#)

How is our SEM web structured?

- [Structure of the stdSEM \("Where am I?" icon\)](#)
- [Typical structure of a page](#)
- [The description of activities and results](#)
- [The significance of icons](#)
- [Introduction to the new contents of the stdSEM](#)
- [Introduction to use of the stdSEM](#)

How can I find my way around the SEM web?

- [Headers and page titles](#)
- [The Home page, our command center](#)

How can I quickly find what I'm looking for?

- [Search in the SEM web](#)
- [Further quick access paths](#)

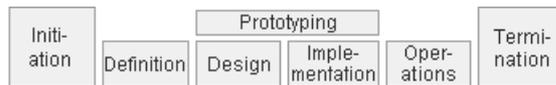
The living web - play your part!

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The Internet - What's That?



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Over the last few years, the Internet has grown from a play area for a few enthusiasts to a global network with millions of users, information providers and businesses. The **World Wide Web** (WWW) in particular has contributed to this massive expansion, since the vast quantities of networked information it provides, complete with graphics and multimedia effects, can be accessed by anyone, even if they have virtually no understanding of systems.

It is important for PSE to collect know-how in this area and to maintain an active presence. The establishment of Siemens' internal network (**intranet**) handling all kinds of internal information (bulletins, telephone directories, electronic magazines, reference works, QA information, etc.) is an important step towards this end.

Important links to the **Siemens intranet**:

- ⇒ [HOMEPAGE OF SIEMENS AG Österreich](#) (company profile of Siemens for people outside the company)
- ⇒ [Information server of Siemens AG Österreich](#) (internal, for all Siemens staff, e.g. featuring telephone directory, shop, etc.)
- ⇒ [Welcome to the PSE information server - SIEMENS](#) (information server of the PSE)
- ⇒ [PSE QM Homepage](#) (central information server in the PSE for quality management)

A few important terms relating to the Internet:

Browser: For "surfing" the Internet, or more precisely the WWW, you will need a browser, a program for displaying the WWW pages and for "navigating" the Net. Well-known browsers include Netscape Navigator, Internet Explorer from Microsoft and Web Explorer from IBM.

FAQ: Abbreviation for "Frequently Asked Questions". These are collections of common questions on specific themes complete with answers. FAQs have proven to be a useful tool for clarifying content-related questions quickly.

FTP: Abbreviation for "File Transfer Protocol". FTP is a protocol for transferring files on the Internet.

Homepage: A special page within a web which serves as the entry point of the web and to which the user can return by means of the Home icon. To enter a web, you must specify the "URL" of the homepage.

HTML: The HTML format is the "programming language" used by web pages and is similar to the RTF format.

Internet: The "Information highway" which is currently every bit as jammed as New York or London. The most important services on the Internet include: WWW, e-mail, Telnet and FTP.

Intranet: All webs which can be accessed within a company. Our SEM web is located in the "Siemens intranet". Unless you have special approval to do otherwise, you may only surf the "intranet". Intranets are protected against access from outside by means of "firewalls".

Java: A new feature of the Internet. A programming language similar to C++, where the programs run inside the browser on the local PC. In our own stdSEM web, you will find various Java applets behind a "gift box" icon.

Link: A cross-reference to another web page, or the same web page, but at a different position. Links are generally identified by a special color.

URL: Abbreviation for "Uniform Resource Locator". The URL of a web page indicates its address and consists of protocol type "http://", the computer "xyz.siemens.at" and the file name "/sem/help.htm".

Web: A collection of several web pages which belong together in terms of content and are connected via links. The stdSEM is such a web.

WWW: Abbreviation for "World Wide Web". You are currently in the "Siemens WWW".

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Brief Introduction to the Netscape WWW Browser



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Title bar

The Netscape title bar indicates the position within the web (this does not specify a file name, but is merely used for orientation). At the current time you are on web page [stdSEM Help Netscape Introduction].

Back button

Your browser's Back button always returns you to the last web page you were on. Note the difference to the "Back" icon in the field underlaid in blue. The Back icon is always linked to a fixed page, irrespective of which other page you have just arrived from.

Printing out web pages

Things couldn't be simpler: Simply click the "Print" icon on the browser. You can set a number of interesting print options in menu "File - Page Setup" (headers and footers, page margin, etc.).

Set bookmarks

If you want to jump quickly to a specific page, you can set a bookmark on this page using "Bookmarks - Add Bookmark". The title of this page will be included in the "Bookmarks" pull-down menu. If you later select this bookmark, you will automatically call up the relevant web page.

Color of links

A link automatically transfers you to another web page (or to another position on the same web page) when clicked. If you have already visited this page or other position before, the link will be marked in the default color violet. Links which you have not used before are shown in the default color blue. Links inside graphics, e.g. the icons in the header and margin do not change color. You can select the expiry date for locations already visited in the "Options - General Preferences - Appearance" menu; the relevant links will then be displayed in blue again.

What about errors?

- Error message "Can't locate remote host: xxx.siemens.at": The server holding the SEM web cannot be accessed at present. Please wait until the system administrators have managed to remedy the situation (click the Reload button after a few minutes to see if the server is functioning again...)
- The message "Connect: Contacting host yyy.siemens.at" is displayed first, followed by the error message "There was no response...". The proxy server cannot be addressed at present. Here, too, you will need to exercise a little patience and try a "Reload" attempt a little later.
- If accessing is possible on one PC but not on another, this is probably because a "proxy server" has not been set. Further information on this aspect can be found in the Help menu item "[Setting important options](#)".

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Downloading New WWW Browsers



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This page contains information for downloading new WWW browsers. If you need a pdf viewer, switch to our [Download page for pdf viewer](#).

Windows 3.x, 95 and NT

- **Netscape** (the browser recommended by OI)
Version 2.0 is unable to display color tables. We therefore recommend a more recent version. Versions below 3.03 also have various security shortcomings.
[Download Netscape Gold 3.03 32-bit version for Windows 95 and NT \(3.5 MB\)](#)
[Download Netscape Gold 3.03 16-bit version for Windows 3.x \(3.1 MB\)](#)
You can also use version 4.0, though this offers only few web browser innovations. The latest versions are available from file server "Public@GUD-RM01@PSE OE" (drive U), directory \ccn\netscape\release.
- **Internet Explorer from Microsoft**
Use the version 3.02 or higher when using Windows 95 and NT, since all other versions have security shortcomings. You can download the latest versions from the web of the → [KB11 Server](#).

OS/2

- **Netscape Navigator for OS/2 and Web Browser from IBM**
The latest versions are available on file server "Public@GUD-RM01@PSE OE" (drive U) on the → [KB11 Server](#).

Unix

- **Netscape**
Please ask your system administrator.



Setting Important Options



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Important: The details below apply only to the Netscape browser! - The options and commands for other browsers are nevertheless very similar.

Set proxy

The proxy server is a central server which handles all browser access operations. You can set your proxy in menu "Options - Network Preferences - Proxies - Manual Proxy Configuration".

Set cache

The default for the cache in the main memory should be set to 3000 - 5000 kB ("Options - Network Preferences - Cache - Memory Cache"). Different settings can be tried if problems are encountered with the browser.

Font type and point size

This line is in the normal font size. If it is too small or too large, go to menu "Options - General Preferences - Fonts" and select a different font type and point size. We recommend the setting Arial 11 pt.

Set links

If you click a Word for Windows or FrameMaker template, you can cause the browser to start the associated application (Word for Windows or FrameMaker) automatically with this document. However, you will first need to establish the "link" between the extension (".doc" or ".fm" or ".mif") and your application:

- In "Options - General Preferences - Helpers", click the following entry or type it in:
 "application/winword Winword doc"
 "application/framemaker frame fm"
 "application/framemaker frame mif"
- The click action: "Launch the application".
- "Browse" now allows you to define the path for your Word for Windows or FrameMaker programs.

Important: When clicking a template icon or template file name, the template is fetched and loaded into the appropriate application (Word for Windows or FrameMaker). You must now save this document with "Save As", since the document was created only as a temporary file when loaded and would be automatically deleted by the browser once Word for Windows or FrameMaker was closed.

Important: When downloading Word for Windows files from the worldwide Internet, you may import macro viruses into your system.

Important: When downloading MIF files, FrameMaker versions < 5.0 will issue a series of warnings which you can ignore since they do not restrict the functionality of the templates.

Printing Problems



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The graphics have been heavily screened

Go into your printer's Features menu and set the graphic resolution to "600 dpi" and color control "Fine".

Graphics are too large and are cut off along the right-hand margin

- **General:** Set your browser so that the side margin is as small as possible ("Page Setup" or similar option).
- **Microsoft Internet Explorer:** This browser always prints graphics too large and we can see no way of changing this. If you want to print out pages, you should use our pdf and PostScript files. You can access the downloading page from the Home page using the "[Print files](#)" icon.
- **Netscape under Windows:** The size of the printed graphics depends on the point size set in Windows (not in Netscape). The best results are achieved with a standard resolution of 1024 x 768 dots and standard Windows setting ("Large fonts"). However, you are naturally also able to download finished print files (using the "[Print files](#)" icon from the Home page).

Texts are cut off along the right-hand margin

This always occurs if the page being printed contains a graphic which is too large for your browser settings and is therefore cut off at the right-hand margin, see above.

The graphics printed out by the Adobe Acrobat pdf viewer are of poor quality

In this case, you are probably not using a PostScript printer driver for printing out. Click the "Setup" button in the "Print" window and select a PostScript printer driver.

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stdSEM Overview



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What is stdSEM?

stdSEM is an **instance** of the SEM **process model** which is mandatory in the PSE. This electronic manual together with the other SEM instances replaces SEM V3.0 and must therefore be **applied in all PSE projects** which are not conducted using a different development method.

stdSEM is provided in the form of an **electronic manual**. No printed version will be distributed. You are, however, able to print out the web pages individually (from your WWW browser) or even print out entire "sections". [Print files](#) in pdf and PostScript formats are provided for this purpose.

Note: You will need a [pdf viewer](#) for the pdf files.

Execution

Project execution is subdivided into **6 phases** - the **frame phases** Initiation and Termination and the **execution phases** Definition, Design, Implementation and Operations. Execution of a phase is described in the form of mandatory preconditions, activities, results and milestones.

A detailed account of the scope, use and phase organization of stdSEM can be found in the [overview](#).

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Goodies in the SEM Web



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Annotated checklists

The new SEM not only contains checklists, but provides a brief explanation for each checklist entry and also offers an example. This will allow you to gain a better picture of what is actually meant and what is important in the context of your own project. The structure of checklists for documents is the same as that for the table of contents.

Word for Windows and FrameMaker templates

Word for Windows and FrameMaker templates which can be obtained directly from the SEM web are available for all documents. These documents consist of simple files (you cannot hope to please everyone!) which contain the annotated table of contents (annotated checklist). The explanations are formatted in a blue italicized print format (this allows them to be deleted easily from the document).

Note: If the relevant word processing program is started automatically when a template is downloaded, you should immediately save the document with "Save As". The reason for this is that the document has only been created as a temporary file upon loading and will be deleted automatically by the browser once Word for Windows or FrameMaker has been exited.

Frequently Asked Questions (FAQ)

Many descriptions of activities and results have separate pages with FAQs (questions and corresponding answers). It is worthwhile taking a look at these pages. Should you have any questions of your own, simply send us an e-mail. We will then try to provide you with answers. The FAQ pages should grow through your contributions.

Tools

Many activities have their own pages listing suitable tools for facilitating your work (some of these also have links to a more detailed description and to contact persons).

Links to the "outside world" (to the intranet)

Information on a whole range of themes is already available in the net of Siemens AG Österreich (e.g. guidelines, information on support centers, bulletins, QA manuals, etc.). While this information does not lie in the area of competence of stdSEM, links are supported at appropriate points in order to ensure that you can gain rapid access to this information (signaled by the icon  or  or .

Addresses of experts and support centers

Support centers are available for many areas (support extends from brief information and advice to training and cooperation on projects). Reference to these support centers is made at appropriate points in the SEM web. Make sure you use the knowledge that our experts are able to provide!

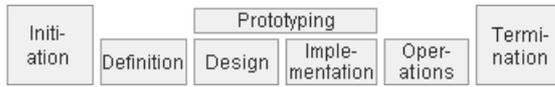
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stdSEM



stdSEM Quizzes and Games



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Perhaps you have already come across the small gift boxes that we have spread throughout the web. Some of these represent links to graphics, others are concealing something quite different! We have collected together a few of these links on this page, but who can tell what is hiding behind the other gift boxes...

Psychological tests (not to be taken seriously):

- ***Are you the ideal project manager?*** If you have long since searched for a not too serious answer to this burning question, then this is the ideal opportunity for you:
- ***Would you make a proper CM manager?*** If so, then you are already over the first hurdle! Now take it one step further.

Test your knowledge:

- ***stdSEM quiz: Are you an expert on the***
 - Initiation phase
 - Definition phase
 - Design phase
 - Implementation phase
 - Operations phase
 - Termination phase
 - Prototyping phase
- ***stdSEM quiz: Are you an expert on the preliminary project plan?*** This too is probably a burning issue for many. Here is the answer:

Tell us your opinion:

We would like to collect your comments, ideas, frustration, problems, public declarations of love and other declarations of intent in our ...



stdSEM rally:

Are you familiar with our stdSEM? Then sit yourself behind the steering wheel and whizz through the special tests of our ...



Laughing is healthy

The internet contains many amusing things by and about computer experts. We have concealed a small selection of these behind the gift box icons on the following pages ...

- [If Programming Languages Were Cars ...](#)
- For an ever-growing mass of Star Trek fans: [Star Trek TNG Meets Microsoft](#)
- [The Evolution of a Programmer](#)
- [You Know You've Been on the Computer Too Long When...](#)
- [The Programmer's Quick Guide to the Languages](#)
- [System Problem Report](#)
- [20 Things You Don't Want the Unix Sysadmin to Say \(Part 1\)](#)
- [20 Things You Don't Want the Unix Sysadmin to Say \(Part 2\)](#)
- [20 Things You Don't Want the Unix Sysadmin to Say \(Part 3\)](#)
- [What People Think the '95' in 'Windows95' Really Stands For](#)

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Typical Structure of a Page (Netscape)

You can go back (or forward) to a page you have previously seen

The title shows the exact position in the stdSEM web

You can print the actual page

Name of the derived method of SEM

Link to the overview of the phases (the actual phase is marked in red)

Every icon represents a link to a specific theme

Link to the stdSEM homepage "command center"

Link to the search page

Link to the help page

Here you can find out your position in the stdSEM web

Link to a page, not yet visited

Link to a page, already visited

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Description of Activities and Results



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The definition of the individual phases is based quite significantly on the description of the activities to be performed and the results to be achieved:

Description of activities

The following structure always applies for describing activities: Persons performing the activity, the goal of the activity, the description of the execution and any important notes. From the margin, you can click branches to more detailed descriptions: Tools, Checklists, Tips, Frequently Asked Questions, etc.

The following three sections are also provided:

- **Preconditions:** Cross-references to the precondition for this activity.
- **Related activities:** Cross-references to activities related to the selected activity.
- **Results and follow-up activities:** This sets out both the results for the activity and also activities following the current activity.

Description of results

The following subdivision is always used for describing results: The goal, the content and any important notes.

From the margin, you can click branches to more detailed descriptions. In the case of documents: Tables of contents (with further options for branching to the Checklist and Checklist Example), comprehensive examples and Word for Windows templates (for downloading) and Frequently Asked Questions.

The following two sections are also provided:

- **Activities leading to this result:** Cross-references to activities which lead to this result.
- **Follow-up activities (in this phase):** This sets out cross-references to activities which follow the result (in a phase).

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The Significance of Icons



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Icons in the blue marginal column have a unique assignment - i.e. each icon has the same significance throughout the entire document.

 Welcome page	This icon returns you to the stdSEM welcome page.
 Home	Always leads to the stdSEM Home page (can be found in every header).
 Help on this page	Provides help on the current page (only on the more important pages).
 Help	Leads to the general help page, from where you can access various themes (contained in every header).
 Search	This allows you to start a free text search across all stdSEM web pages. All stdSEM web pages (clickable) where the searched text string occurs are displayed (appears in every header).
 Where am I?	Leads to the web plan and generates a red marker to indicate your current position (if possible).
 How to use the stdSEM	The "learner driver L" will lead you to carefully prepared introductions - how to use stdSEM and new contents of stdSEM.
 Index	Provides an index of important terms relating to stdSEM and links to the main descriptions.
 Overview graphic	Provides an overview graphic of all phases and the related results (rapid overview and access to phase results).
 Documents	Provides a list of all documents which need to be created according to stdSEM (rapid access to the document description and download facility).
 Print files	Leads to a page from where you can download PostScript and pdf files for all phases and various themes.
 F.A.Q.	"Frequently Asked Questions" (abbreviated to FAQ). These contain notes and tips on the current web page in the form of questions and answers.

 Tools	Leads to notes on tools which are relevant to the current activity.
 Tips	Notes and tips on the content of the current web page.
 Back	Leads back to activity, result, phase overview or previous web page (higher up in the hierarchy); the text varies depending on the environment.
 Detailed description	Leads to a more exact description of an activity or result.
 Contents	Leads to the table of contents of a result document.
 Activity checklist	Leads to a checklist for an activity ("What actually needs to be done?").
 Document checklist	Leads to a checklist for a result document (a type of "annotated table of contents"). This checklist can be also found in the Word for Windows templates.
 Example	Leads to an example of how the individual points of a checklist could be completed.
 WinWord template	This allows you to load a simple Word for Windows sample document with annotated table of contents onto your PC. Depending on your browser's settings, Word for Windows will either be started automatically (please perform a Save As immediately!) or you can save the file locally on your PC.
 Selection of templates	Leads to a page allowing you to select from several Word for Windows sample documents.
 Example document	Leads to a comprehensive example document (planned for the future).
 CM	<p>Provides phase-specific information on phase-neutral themes ("What is particularly important about this theme in this phase?"). The text serves to designate the particular theme.</p> <ul style="list-style-type: none"> ● Project management (PM) ● Quality assurance (QA) ● Configuration management (CM) ● Reuse and Reusability (RR)
 	Reference to the "outside world" (i.e. web pages lying outside stdSEM, but normally still within the Siemens intranet). - It is your task to find your way back again!

	<p>Reference to a Word for Windows document in the "outside world". Depending on your browser's settings, Word for Windows will either be started automatically (please perform a Save As immediately!) or you can save the file locally on your PC.</p>
	<p>Reference to an Excel document in the "outside world". Otherwise as above.</p>
 Your opinion matters	<p>This provides you with an opportunity to give full expression to your comments, suggestions, frustration, problems, public declarations of love and any other intentions you might have and discuss these with others in the stdSEM discussion forum!</p>
	<p>If you click this gift box, you will find a surprise...</p>
 Quiz	<p>Leads to a quiz with questions (and answers) on the individual phases.</p>

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Headers and Page Titles



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Headers

The headers always contain the four icons on the right: Where am I? - Help - Search - Home:



This allows you to display your current position in the web at any time, to obtain general help, to start a search or to move to the stdSEM Home page.

All headers also contain a bar on the left which shows the name of the instance and the phase overviews, the current phase being highlighted in red (no phase is highlighted of course in the case of phase-neutral pages):



Note: Clicking a phase moves you directly to the relevant phase overview.

Page titles

The page titles provide you with a rough pointer as to where you are approximately in the SEM web (comparable with hierarchical file trees). The title of this current page, for example, is "stdSEM Help Headers and Page Titles".

A page title is represented as follows in the title bar of the Netscape browser, e.g. [stdSEM Initiation pE1 Preliminary Project Plan - Checklist]. This means that this file contains a description of the checklist for the preliminary project plan (result pE1), that it is a result of the Initiation phase and that the description was created for the derived SEM method stdSEM.

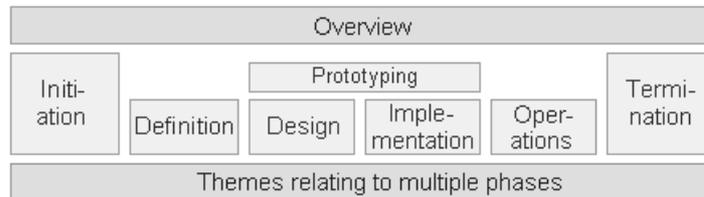


Help for stdSEM Home Page



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Entry via the phases



From here you can branch into three different areas relating to project execution based on stdSEM:

- **Overview:** Goal of stdSEM, scope, embedding in the Siemens PSE QM system, differentiation from other manuals, structure of this "electronic manual".
- **Phases:** Detailed description of the individual project phases.
- **Themes relating to multiple phases (phase-neutral themes):** These deal with themes which are of importance in all project phases or cannot be assigned uniquely to any single phase (e.g. project planning, CM, QA, RR, life cycle approach, commissioning of subcontractors, receiving inspection, etc.).

Other entry options



Search



Index



Overview graphic



Documents



Print files



Search

This allows you to start a free text search over all stdSEM web pages. The result of the search displays all stdSEM web pages (can be clicked) where the searched text string occurs.



Index

Accesses an index of the key terms used for stdSEM.



Overview graphic

Accesses an overview graphic of the phases and the associated results (rapid overview and access to phase results).



Documents

Accesses a list of all documents which, according to stdSEM, are to be drawn up (rapid access to descriptions of documents).



Print files

Accesses a page from where you can download pdf and PostScript files for all phases and a number of themes.

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Search in the SEM Web



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How do I find the main description of a term?



Index

If you are searching for the main description of the term "project plan", for example, an excellent way of doing this is to use the stdSEM index. You can access this page from the Home page using the **"Index" icon**.

How do I find *all* pages containing the specified key words?



Search

If you quickly want to search specific pages, use our **search page**. You can access the search page from any page of the web simply by clicking the **"Search" icon** on the right-hand side of the header.

A full text search will then be performed across all the pages of our stdSEM web. You can link the key words with Boolean operators. You will be presented with the result in the form of a list of pages which you can then click to access.

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Further Quick Access Paths



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Index

Access via the index

You can access the index from the Home page. From the index you can then access the relevant page directly.



Overview graphic

Access via the overview graphic

You can call up an overview graphic from the Home page which lists all the project phase results. From here you can jump directly to the description of the results.



Documents

Access via documents

You can access a list of all documents from the Home page. From this list you can jump directly to the descriptions of the documents.



Initiation

Access via the phase overview

From the overview graphic of each phase, you can jump directly to the description of all preconditions, activities and results relating to the relevant phase (you can access the phase overview by clicking the phase in the header).

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Your feedback is particularly important to us. This electronic development manual should not be regarded as a troublesome regulation, but is intended to provide you with practical support in your work. Help us make this web as good as possible.

- Are you having problems "navigating"? Are you unable to find specific information straightaway?
- Are icons ambiguous?
- Do you need more information on specific themes?
- Do you have any criticisms or suggestions as regards the content?
- Are you happy with the checklists and Word for Windows templates?

Please e-mail us (address at the foot of each page) - all your suggestions are welcome.

We are constantly revising and extending the web. The Home page will indicate any innovations.

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