Each maintenance project will be evaluated based on the project demo and a formal report named maintenance Report, based on and including a previous write-up called User Manual. The Maintenance Report should have the following structure including Sections 2 and 3 of the User Manual as its part:

1) Title page, with usual information like for previous projects, with subtitle: Maintenance Report.

2) Section 1 titled Introduction, should outline the existing project documentation, as inherited from the previous Team or Class, and be divided into the following subsections:
   1.2 Requirements Specification (original + changes made in current project)
   1.3 Design Description (original + changes made in current project)
   1.4 Implementation & Testing (original + changes made)
   The objective of this entire section is to giving the project background and record the need for changes as well as actual changes made.

3) Section 2 titled Operating Instructions, giving the step-by-step instructions how to proceed to operate the device or software. Depending on its contents, this section can also be divided into subsections.

4) Section 3 titled Troubleshooting, giving a list of potential problems and suggestions how to resolve them.

These instructions are considered final as of February 6, 2015, although may evolve a little after further discussions of the IEEE Std 1219 Software Maintenance and other input.