## Project Assessment Questionnaire

1. Do you have a documented software quality assurance plan?

Yes

No

2. Are all team members aware of it?

Yes

No

3. Do all team members have ready access to it?

Yes

No

4. Is your software quality assurance plan approved by an authorized person?

Yes

No

5. Rate the degree your quality plan or equivalent clearly defines quality objectives? (where 1 is lower and 10 is highest)

1 2 3 4 5 6 7 8 9 10

6. Rate the degree of detailed planning of test, verification and validation activities?

1 2 3 4 5 6 7 8 9 10

7. Rate the degree the documented quality assurance plan is being adhered to?

1 2 3 4 5 6 7 8 9 10

8. Do you have a quality manager?

Yes

No

9. Rate the degree that you believe your team members are familiar with the procedures they use?

1 2 3 4 5 6 7 8 9 10

10. Are their procedures documented?

Yes

No

11. Are they following the documented procedures?

Yes

No

N/A

12. Do you have procedures for keeping track (i.e. where they are latest level or version, status, etc.) of various parts as they are being developed?

Yes

No

13. Do you have procedures for monitoring the progress of your projects?

Yes

No

14. Is the whole project under configuration control?

Yes

No

15. Do you have procedures for controlling your documents?

Yes

No

16. Are there procedures for review?

Yes

No

17. Approval?

Yes

No

18. Do you have design reviews?

Yes

No

19. Do you have procedures for changes to the design?

Yes

No

20. Do you have procedures for keeping track (i.e. where they are latest level or version, status, etc.) of various parts as they are being developed?

Yes

No

21. Do you have procedures for what to do when defects are discovered?

Yes

No

22. Please rate you satisfaction with the team leader

1 2 3 4 5 6 7 8 9 10

23. Please rate your satisfaction with the participation of other team members

1 2 3 4 5 6 7 8 9 10

23. Please rate your satisfaction with how the project went

1 2 3 4 5 6 7 8 9 10