

Summary of Documents

SE.QA.01, SE.QA.02, SE.QA.03

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1. INTRODUCTION

1.1 Purpose of this Document

The purpose of this document is to summarise quality assurance documents SE.QA.01-3.

1.2 Scope

This document aims to summarise guidelines in documents SE.QA.01[1], SE.QA.02[2] and SE.QA.03[3].

1.3 Objectives

The objective aims to make the guidelines more concise and easier to understand.

2. SE.QA.01

SE.QA.01 is a quality assurance plan for the group project. The document states good quality assurance practices the group should follow. It states that quality assurance should be a priority throughout the project. It is vital we implement quality assurance practices from the beginning as it will lead to a more reliable system.

2.1 Group Organisation

2.1.1 Group Manager

- Are a member of staff
- Responsible for running the project
- Has the power to make executive decisions
- Provides little technical input

2.1.2 Group Management

- Each group must appoint Project Leader, Deputy Project Leader, QA Manager and Deputy QA manager
- The Project Leader must record group activities and report back to the Project Manager each week
- The Deputy Project Manager will take over the Project Managers responsibilities if absent
- The Quality Assurance Manager must make sure all QA tasks are carried out and all QA procedures are followed in accordance with the documentation
- The Deputy Quality Assurance Manager will take over the Quality Assurance Managers responsibilities if absent
- All tasks given out each meeting must be recorded in the meetings minutes

2.2 Documentation

Quality system documents include:

- Final Report – Evaluates/summarises the project (SE.QA.10)

- Design Specification – Lists and describes each system module (SE.QA.05)
- Test Specification – Lists tests to be used for the project (SE.QA.06)
- Test Report – Records the results of each test and if any action is required (SE.QA.10)
- User Interface Specification – Lists the modules for the user interface specification (SE.QA.04)

2.3 Meetings

- Meeting will be held each week to discuss group progress
- Minutes must be recorded at each meeting (SE.QA.02) minutes from previous meeting will be discussed
- Review meetings will be conducted to discuss the quality of each task (SE.QA.07)
- Major reviews will be conducted to discuss final version of specifications

2.4 Software Configuration

A configuration management system must be used to:

- Store documents
- Handle version control
- Keep history of development

2.5 Problem reporting

- Problem reporting must satisfy specifications from SE.QA.08

2.6 Key tools, technics and methodologies

- Project must be completed using the designated language unless otherwise specified
- Must work on Department platforms/systems (SE.QA.09)

2.7 QA manager's Responsibilities

- Must make sure the project satisfies all quality assurance guidelines

3. SE.QA.02

SE.QA.02 is a document that specifies quality assurance practices in relation to documentation.

3.1 Minutes of Meetings

Minutes must include:

- Project title
- Meeting purpose
- A list of those present
- The Date of meeting/typing of minutes
- Circulation list

- Author
- Version
- Matters arising
- New business
- Other Business

3.2 Documents

Documentation must include:

- A title
- Author
- Date document was written
- Department details
- Copyright notice
- Page header with title/version/status
- Page footer with 'Aberystwyth University/Computer Science'/page number
- Contents page
- Introduction
- References
- Change history
- Must be stored in 'Docs' directory

3.3 Diagrams

- Must be stored in configuration directory along with associated documentation

4. SE.QA.03

SE.QA.03 is a document that specifies quality assurance practices in relation to Project Leader responsibilities. Along with essential objectives for the project.

4.1 Objectives

- Supervising project
- Assuring Quality
- Spike work
- Design
- Programming
- Testing
- Maintenance documentation
- Final Report

4.2 Responsibilities

- Allocation of project members to activities
- Tracking progress of activities
- Planning activities
- Produce a summary progress report

- Conduct reviews

4.3 Reviews

- All members must keep a blog
- Must be submitted 5pm before day of meeting
- Code reviews
- Reviews of major deliverables

REFERENCES

- [1] Software Engineering Group Projects: General Documentation Standards. C.W. Loftus. SE.QA.01 Release
- [2] Software Engineering Group Projects: General Documentation Standards. C.W. Loftus. SE.QA.02 Release
- [3] Software Engineering Group Projects: General Documentation Standards. C.W. Loftus. SE.QA.03 Release

DOCUMENT HISTORY

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