TERMINOLOGY

1. **Defect products**: if at all the product is not justifying some of the requirements but it is still usable, Then such type of product known as defect products.
2. **Defective products**: if at all the product is not justifying some of the requirements as well as it is not usable then such type of product known as defective products.
3. **Quality Assurance**: QA is a department which checks each & every role in the organization in order to conform whether they are doing their work according to company process guide lines or not.
4. **Quality Control**: QC is a department which checks the developed products or its related parts in order to conform whether they are working according to the expectations or not.
5. **NCR (Non Conformance Rate)**: NCR is raised whenever the role is not following the process then the penalty given for him is known as NCR.
6. **Inspection**: It is a process of sudden checking conducted on the roles or departments without any prior intimation.
7. **Audit**: it is a process of checking conducted on the roles and department with prior intimation well in advance.
    i. **Internal audit:** if at all audit is conducted by the internal resource of the organization then it is known as internal audit.
    ii. **External audit:** if at all audit is conducted by the external people then it is known as external audit.

8. **CAPA(Corrective Actions Preventive Action):**
    CA: if at all the role has come to a reparable situation then CA will be taking care in order to connect the mistake**.**
    PA: whenever roles come its irreparable mistake then the preview the action should taking care in order to prevent such type of mistakes in future.
9. **SCM (S/w Configuration Management):** Configuration management is a process in which one will mainly prefer two tasks
    i. <u>Change Control</u>: it is a process of updating all the related documents whenever some changes are made to the application in order to keep the documents and the application in sink with each other.
    ii. <u>Version Control</u>: it is a process of maintaining the naming conventions & version numbers.
    Ex: HMCS - Adml _ TC 001 → 1.0
10. **Common Repository**: CR is a basically a server which can access by only authorized People where in they can store the information & require the information.
    →Check in is a process of uploading in the information into common repository.
    →Check out is a process of downloading the information from the common repository.
    Ex: VSS (Visual Source Safe)
    CVS (Concurrent version system)
11. **Baseline**: It is a process of finalizing the document.
12. **Publishing**: It is a process of making the finalized documents available to the relevant resource by uploading them into CR with special icon representation.

13. Release: It is a process of sending the application from the development department to the testing department or from the company to the market.

14. Delivery: it is a process of handover the application from the company to the client or from the market to the client.

15. SRN (S/w Released Note): it is a note prepared by the technical department & sent to the testing department contains of the following information
1. Build path information
2. Test Date PI
3. Deployment document PI
4. Known issues PI
5. Released manager name
6. Released date
7. Build Number
8. Vesrion number
9. Project name
10. Module name etc..,

16. SDN(S/w delivery Note): it is a document which contains the following information
   i. user manual
  ii. Known issues
   It is a prepared by the team of members under the project manager guidance & will given to the customer during the delivery.

17. Review: it is defined as in the process of studying or process of cheating depending upon the role involved in it.

18. Review report: it is an outcome document of review which may contain either list of doubles or list of comments depending upon the involved in it.

19. Peer – review: it is a process of checking conducted by the colleagues at the same level.

20. Peer- review report: it an outcome document of peer review which contains the list of all the comments given during the peer-review.

21. Slip age: the extra time to accomplish a task is known as slippage.

22. Escalation: it is a process of intimating the issue related information to the next level of authorities usually if will be done level by level.

23. Metrics: it is defined as clear measurement of task.

24. Traceability Matrix: it is a document which contains a table of linking information used for tracing back for the reference in any kind of confusion or Questionable situation.

25. Prototype: it is a roughly & rapidly developed model which is used for demonist rating to the client in order gather the clear requirements & also to win the confidence of a customer.

26. Benchmark: it is a defined as the standard it which usually we compared.

27. Change Request: it is a process of requesting the changes by the customers to the company to do the same usually the customer use change request document.
  Ex: change request template

28. Impact Analysis: it is processes of analysis how much impact will fall on the already developed part if at all accept those new changes at that point of time.

29. Test suite: it is a combination of different types of test cases.
   Ex: i. regress test case   ii. Retest test case

30. Test Bed: it is a combination of test suite & test environment

31. Defect age: the time gap between the opening date & the closing date is known as defect age.

32. Latent Defect: the defect found date after some releases is known as a latent defect.

33. Walkthrough: it is defined as informal meeting conducted with the roles either transfer the knowledge or to check something.

34. Code walkthrough: it is a process of checking conducted on the source code document in order to conform whether it is developed according to the coding standards or not.

35. Code Optimization or Fine Tuning: it is a process of reading the no.of lines of code or the complexity in the code in order to increase the performance of the application.

36. PPM (periodic project meeting): it is a meeting conducted periodically in order to discuss the status of the project usually they discuss the following points.
1. % covered in the project during period
2. % not covered in the project during the period
3. Tasks completed during the period
4. Total defects metrics
5. Slippages
6. Reasons for the slippages
7. Technical issues
8. HR related issues

37. PPR (Periodic project report): it is a report prepared by the team lead before the PPM is conducted by discussing with all of his team members related to all of the above said points.

38. MOM (Minutes of meeting): MOM is the outcome document of any meeting which contains the list of all the important points discussed during that meeting.

39. MRM (Management representation meeting): it is meeting conducted in order to discuss the status of the company. Usually they discus the following points
1. Success rate & growth rate of the company
2. Projects that are recently signed off
3. Projects that are in a pipeline
4. Customers appraisals
5. Customers negative comments
6. Future plans
7. Internal audit reports
8. Individual appraisals

40. Patch: whenever the test engineer suspends the build then the developers will rectify the problems & release the same build as patch.