

Software Engineering Group 11

SE_11_QA_01

Quality Assurance Plan Summary

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Table of Contents

1. Introduction	3
1.1. Purpose of Document	3
1.2. Scope	3
1.3. Objectives	3
2. Project Management	4
3. Documentation	4
4. Meetings and Reviews	4
5. Software Configuration Management	4
6. Problem reporting and corrective action	5
7. Tools, Techniques and Methodologies	5
8. Summary of QA Manager Responsibilities	5
9. REFERENCES	6
10. DOCUMENT HISTORY	6

Introduction

1.1. Purpose of Document

The Purpose of this document is to provide an outline and summary of the content included in SE.QA.01 ^[1] for group members to use as a basic reference when looking into the Quality assurance procedures.

1.2. Scope

The Summary aims to act as a basic guide and a quick referencing material for all members of the group and is to be used in conjunction with the original SE.QA.01 ^[1] provided.

1.3. Objectives

This document covers:

- Project management and quality control activities including reviews
- Documentation
- Meetings, reviews and walkthroughs
- Software configuration management
- Problem reporting and corrective actions
- Tools, techniques and methodologies for building software
- QA manager's responsibilities

2. Project Management

- Each project will have staff member as project manager
- Each group will have an elected Project leader and QA manager
- Those will have a deputy each to help with the work load
- Project leader will be responsible for:-
 - Every day running of the project
 - Will report to the manager once a week
 - Collect and make a summary of the team members logs
 - Delegate group members to tasks
 - Keep log of hours
- QA manager will be responsible for:-
 - Ensuring QA procedures are carried out
 - Any deviation must be agreed with manager and recorded in minutes

3. Documentation

- Project Plan – SE.QA.05B^[2] – Provides a description of the appearance of the UI, behaviour, and development timeline and risk analysis.
- Test Specification – SE.QA.06^[3] – Provides each of the tests to be performed.
- Design Specification – SE.QA.05A^[4] – Describes the way the software will be broken into modules for implementation, and the overall function of each module.
- Test Report – SE.QA.11^[5] – Details the results of the testing, reporting the extent to which the system meets the requirements.
- Maintenance Manual – SE.QA.11^[5] – Contains instructions for software product support and maintenance, procedure for correcting defects and adding enhancements.
- Final Report – SE.QA.11^[5] – Summarise the achievements of the project.

4. Meetings and Reviews

- Weekly meeting of whole group plus manager
- Meetings will be minuted.
- QA manager will ensure all actions are dealt with or carried forward and assign a member to each action
- At key points there will be review meetings – SE.QA.07^[6]
- Reviews will be held to confirm the final versions of deliverables

5. Software Configuration Management

- All software modules and documentation will be administered under control of a Software configuration management
- This will handle version control
- Keep a history of development of each item
- SE.QA.08^[7]

6. Problem reporting and corrective action

- Formal process for problem reporting and change control must be followed
- Outlined in SE.QA.08^[7]

7. Tools, Techniques and Methodologies

- All code must be written in specified language
- The program must execute on standard IBM PC computers in the computer science department
- Java code must adhere to SE.QA.09^[8]

8. Summary of QA Manager Responsibilities

- Project adheres to QA Plan
- Project management adheres to SE.QA.02^[9]
- All Documents adhere to SE.QA.03^[10]
- Design spec adheres to SE.QA.05A^[4] and SE.QA.05B^[2]
- Testing adheres to SE.QA.06^[3]
- Formal reviews adhere to SE.QA.07^[6]
- All documents designs and source code adhere to SE.QA.08^[7]
- Problems are formally reported and dealt with and adhere with SE.QA.08^[7]
- All source code is written in a way that adheres to SE.QA.09^[8]
- Final report adheres to SE.QA.11^[5]

9. REFERENCES

- [1] QA Document SE.QA.01 – Quality Assurance Plan
- [2] QA Document SE.QA.05B – Project Plan Specification
- [3] QA Document SE.QA.06 – Test Specification
- [4] QA Document SE.QA.05A – Design Specification
- [5] QA Document SE.QA.11 – Producing a Final Report
- [6] QA Document SE.QA.07 – Review Standards
- [7] QA Document SE.QA.08 – Operating Procedures and Configuration Management Standards.
- [8] QA Document SE.QA.09 – Java Coding Standards
- [9] QA Document SE.QA.02 – Project Management Standards
- [10] QA Document SE.QA.03 – General Documentation Standards

10. DOCUMENT HISTORY

Version	CCF No.	Date	Changes made to document	Changed by
1.0	N/A	18/10/14	Document Created and Structured	Tcg2
1.1	N/A	11/11/14	Document Updated Onto new Template supplied by als48	Tcg2