

SE.QA.02 – Project Management Standards

SE.QA.02 outlines the structure of the team and the process of selection for the major 4 roles of Project Leader, Deputy Project leader, Quality assurance manager and deputy quality manager. It covers:-

- Identifying tasks to be executed during the project
- Planning those tasks
- Ensuring the tasks are monitored and assessed

1. Organisation

QA Manager - Fairly Full time position

- Responsible for adherence to the QA plan
- For writing QA procedures
- Conducting reviews and audits of the project tasks and deliverables
- Take minutes or delegate another to do so
- Make all members aware of QA procedures that apply to their tasks
- Ensure QA procedures are carried out

Project manager – can do other bits as well

- Allocation of members to tasks
- Keeping everyone on task
- Ensuring equal level of work done by all

2. Major Activities/Tasks

- Project management – Monitoring and directing progress
- Quality assurance – creation of QA documents and procedures
- Spike work – exploratory coding to determine best approach this is high risk and will help the design specification for the coding team
- Designing the system – using the requirement specs to create a design spec detailing how it will be implemented. Most likely include prototyping
- Writing the code – using the design spec produce source code which matches the design
- Testing the system – specification and evaluation of testing intended to see if the system fulfils its role and intended purpose may require writing test harnesses and several levels of testing from the barebones to the whole system. This will be ended with acceptance testing with the client
- Producing maintenance information – documentation and tools to provide instructions or automated facilities regarding how to maintain upgrade and rebuild it in the form of manuals or shells or scripts etc.
- Producing the end of project report – development of the report summarising the activities taken and the final state of the project. State what each member did and the experiences of the project.

3. Project Planning

- Project leader will maintain a list of project tasks and make it explicit all activities needed to be carried out by each member of the team

3.1 – Task Identification

- Each task must carry a unique identifier
- Group leader must do this as one of first duties.
- It must look like SE_groupnumber_taskid_subtaskid
 - o Where group number is our groups unique digit identifier
 - o Task id is a uppercase mnemonic identifier for example PM for project management, DS for design spec and TEST for testing
 - o Subtask id is a two digit number uniquely identifying each sub task of a major task starting with 01

3.2 – Task Allocation

- Each task with have one person nominated as primarily responsible with subtasks possibly allocated to other members.
- The list of tasks must clearly show who is responsible for each

3.3 – Deliverables

- The list of tasks must include the documentation listed in QA plan (SE.QA.01) as deliverables.
 - o These are:-
 - Project plan
 - Design Specification
 - Test Specification
 - Test Report
 - Maintenance Manual
 - Final Report
- The software and tools along with a list of the software items should also be delivered
- Each deliverable must have a unique identifier as shown in SE.QA.08
- This will match the relevant task identifier
- Software will have many individual items. The references used for these will denote a script or batch file and all is outlined in SE.QA.08

4. Project Monitoring

4.1 – Weekly Tutorials

- Project manager will meet weekly to
 - o Monitor progress and confirm work
 - o Detect slippage in schedule
 - o Discuss management techniques

4.2 – Progress Reporting

- All members will keep a time log of their work.
- Project leader must collect this and produce a summary progress report weekly to be presented to the group
- For each task there should be an amount of hours allocated, the amount used so far and the estimated amount left
- The report should also show totals for the whole project under the same headings

4.3 - Reviews

- A review is a formal meeting of relevant group members to scrutinise a deliverable.
- It is a detailed examination of the item using a spec to decide if the item is finished
- Any issues recorded and changes initiated
- Idea is to detect not correct, just to spot the problem and note changes to be made after the review by the authors of the item.
- Procedure for reviews are In SE.QA.07
- Project leader should ensure reviews done at appropriate points