

Software Engineering Group 11

SE_11_QA_08

Operating Procedures and Configuration Management Standards Summary

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1. 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.08^[1] for group members to use as a basic reference when handling files and directories and all other items.

1.2. Scope

This document aims to be 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.08^[1] provided.

1.3. Objectives

This document covers:

- Practical means of effectively managing all documents, diagrams, source code and items
- Procedures for notifying problems with any of these items
- Procedures when problems arise, how to solve and how to correct

2. Software Configuration Management

2.1. Introduction

- Management and control of all changes made to a system
- The state of every component is always known
- Continuous process from start of a process to the end
- GitHub is to be used it allows:-
 - User to retrieve any version of a file
 - User to retrieve any version of a folder
 - Check in changes to the file so it is recorded and version updated
 - Inquire about differences between versions
- The following items must be kept under control of the CMS
 - List of deliverables
 - Requirement spec
 - Design spec
 - Test spec
 - User manual
 - Maintenance manual
 - End-of-Project report
 - Java code and tools
 - Any of documents produced by the author as appropriate
- In order to make the system reproducible by others, included should be documents with ways to achieve
 - Compile units into class files
 - Create a deployable file
 - Create Javadoc files

2.2. Configuration Items, References and Status

- Configuration items are those that are in the CMS and include the above
- Each item will have a configuration number which is a unique identifier set by the project leader
- It'll relate to the task identifier
- Form of SE_groupid_taskid_subtaskid
- The QA is responsible for allocation of Configuration references and for a file called config_refs (see 1.3)
- Any item must have one of 3 statuses
- Draft
- For review
- Release

2.3. Directory Structures

- Standardisation of structure
- QA manages the document and directory structure
- Docs. – documents created by the group
- Lib. – third party libraries used
- Man. – management documents
- Src. – source code for the project
- Test. – test code

2.4. Managing Documents

- The document will be classed as draft whilst being worked on
- Then changes to for review when awaiting QA and review board approval
- If not approved it goes back to draft status till its approved
- When approved it goes to release status
- Minutes must have the form yyyy-mm-dd_minutes

3. Problem Reporting and Corrective Action

- All reporting and corrective actions should run online through the project management tools built into GitHub
- Testers should be able to submit issues for an identified bug
- Then the Project leader or deputy either accepts or declines the issue
- If accepted they pass it on to a coder as a corrective action

4. REFERENCES

[1] QA Document SE.QA.08 - Operating Procedures and Configuration Management Standards.

5. 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