




MCAL: CM Audit Report

Document Version : 5
Document Owner : Nikki Shah


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1 Audit Information

Phase of the Audit	Plan
Date of the Audit	 27 Nov 2020
Auditor	Krishna Gopalakrishnan
Auditee	Sunita Nadampalli , Nikki Shah
Component Leads	Not Applicable
Notification	Gagan Maur , Sunil MS

2 Audit Checklist

Planning (Baseline Audit)

Sl. No	Audit Checklist	Status (Yes/No/NA)	Link to the evidences as applicable	Remarks
1	Is the CM Plan prepared as per the template defined?	YES	MCAL: SW Project Management Plan	
2	Are all configuration items and data items are identified properly?	YES		
3	Are all configuration items locations documented clearly in the plan?	NO		<p>The CM plan variance is not clearly linked in the CM Plan</p> <p> 27 Nov 2020 Gagan Maur addressed the gap in the project management plan</p>

4	Are the baseline criteria defined for the identified configuration items?	YES		
5	Is the scheme for labeling baselines identified? (Applicable for Bitbucket related)	YES		
6	Are CM audit frequency and responsibilities defined in the CM Plan?	YES		
7	Are all user permissions defined properly in the CM Plan?	YES		
8	Is the branching and merging strategy defined in the plan?	YES		
9	Is the Change Control Authority(CCA) and Change Control Board(CCB) identified and documented in the plan?	YES	MCAL: SW Project Management Plan	
10	Is the release package content properly documented in the CM Plan?	YES	MCAL: SW Project Management Plan#3.9.ReleasePlan&SupportedPlatforms	

Implementation (Physical Audit)

Sl.No	Audit Checklist	Status (Yes/No/NA)	Link to the evidences as applicable	Remarks
11	Does the working directory correspond to the CM Plan?			
12	Is the baseline established according to the strategy?			
13	Have all the identified CIs (source code and non source code) been baselined?			
14	Is the baseline identified with a label or tag?			
15	Are appropriate comments added while checking in?			
16	Has each CI in the baseline passed the appropriate verification or validation required for baseline approval?			
17	Are the defects and change requests appropriately reported and tracked to closure?			
18	Are revision history maintained for all changes made to CI documents ?			

Sl.No	Audit Checklist	Status (Yes/No/NA)	Link to the evidences as applicable	Remarks
19	Is the merging strategy applied as per the plan?			
20	Is the folder access prohibited to the branches which are obsolete?			
21	Are the release packaging and labeling followed as per the plan?		Verify the contents of release package	
22	Is the up to date description about each of the CI's maintained? Configuration Status Accounting report to be checked			
23	Is the CM audit done as per the interval defined in the plan?			
24	Are the NCs identified in the previous audits are closed?			

Release (Functional Audit)

SL.NO	Audit Checklist	Status (Yes/No/NA)	Link to the evidences as applicable	Remarks
25	Is the SW released as per CM plan?		Verify the SW release procedure followed against the CM plan	
26	Has the software been built from the correct components and in accordance with the SPS?		Verify the build procedure. Check build failures and actions taken. Verify correct version and revision of each module was included in the build. (if automated builds happen, check the scripts for correctness.) Evaluate any patches/temporary fixes made to the software to ensure their completeness and correctness.	
27	Are the licensing agreements and ECCN requirements met?		Verify the status of SW Manifest.	
28	Can the SW be built from an independent, clean build environment and build machine?		Verify reproducibility and repeatability of build reports	



SL.NO	Audit Checklist	Status (Yes/No/NA)	Link to the evidences as applicable	Remarks
29	Are the release collaterals complete against the specifications in terms of functionality and performance?		Verify test reports against requirements and release notes and other collaterals.	
30	Are the test cases consistent with intended functions and performance of the software?		Verify the test reports against the SW requirements	
31	Are all unsupported features identified in the release note in conformance to the test results?		Verify test reports against release notes and other collaterals.	



3 Audit Findings

Insert the Jira filter macro with the query project = "project name"AND issuetype = Quality AND "Phase Found In" = "Asses, Plan, Validate, Create"

No Comments