



CREATION AND UPDATING OF REGRESSION TEST SUITES FOR SUSTAINABILITY 360

PROJECT PROPOSAL
VERSION 1.0

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Document Control

Date	Author	Version	Status of Document/Updates Made
04/03/2023	Jasmin Vidal	v0.1	Project Proposal Document Creation
04/03/2023	Jasmin Vidal	v0.2	Started putting details in missing sections
05/03/2023	Jasmin Vidal	v0.3	Identify Project, Details, Project Scope, Stakeholder Management
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18/03/2023	Jasmin Vidal	v0.8	Methodology
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19/03/2023	Jasmin Vidal	v0.11	Sustainability, Inclusive Practice, and Te Tiriti o Waitangi
19/03/2023	Jasmin Vidal	v0.12	Appendices
30/03/2023	Jasmin Vidal	v1.0	Signed Off

Introduction

The purpose of this report is to present a clear overview of the project for Sustainability 360, which is to create and update the Regression Test Suites that meet the technical and business criteria. The document describes the project scope that states the project goals, benefits of the project, requirements, and deliverables in Industry and Academic. Stakeholder management involves recognising and maintaining connections with various people who have interests in a project or organisation. These may include customers or clients, employees, and managers. There is also a timetable that shows the estimated and actual time, and the planned and actual start date. Risk management uses to identify, assess, and control potential risks before they become major issues. Quality Assurance that analyses the project deliverables, quality standards and expectations for the deliverables. A methodology framework that provides a structured approach to project management that includes project planning, scheduling, and tracking progress. Lastly, professionalism, standards, ethics, and principles must be followed during the development of the project.

This project proposal has been carried out with Ara Institute of Canterbury Ltd as the Academic Sponsor, Sustainability 360 Ltd as the Industry Sponsor, and Ara student Jasmin Vidal.

Project Details

This section describes the project name, overview of the industry client, and project background that contains current and future situations.

Project Name

Creation and Updating of Regression Test Suites for S360

Overview of Industry Client

Caroline Thalund, the founder of Sustainability 360, worked with the sustainability team at Christchurch International Airport in 2019. The information about sustainability was not readily available to or visible to all staff like it is in most other businesses.

Caroline decided to develop and implement a successful digital solution tackling since senior executives find it difficult to manage and report on sustainability targets as it requires a lot of resources. The current platform couldn't be shared, so Caroline set out to create a new, stronger tool that would be available to all businesses, make sustainability simple, and have a greater impact. S360 was developed as a result.

Sustainability 360 is a partnership with Te Ohaka – Centre for Growth and Innovation and Ara Institute of Canterbury. It is an innovative technology start-up and has developed an online sustainability platform that makes business sustainability simple. It enables businesses to become active, get buy-in, keep track and report their sustainability performance (s360, 2020).

Project Background

Overview

The goal of this project is to develop and design test cases, test steps, acceptance criteria, and manual verification of the same. For the company, it is an important part of the software development process since it can help ensure that the software satisfies the needs and expectations of the client and end-users. Test Driven Developers will be the main consumers of the work output.

Business problem:

- Sustainability can be complicated and overwhelming
- It is challenging to plan, store, and monitor sustainability data and long-term objectives.
- Maintaining sustainability seems expensive

Business opportunity:

- Helps businesses to track and report sustainability performance
- Simple dashboards that show the overview progress report
- Short and long-term goals
- Dividing big goals into smaller initiatives
- Tool that is accessible for business

Current Situation

- Some features that need to be tested
- Lots of regression issues with every release
- No or minimal acceptance criteria
- Acceptance criteria are not structured

Future Situation

Once the project is completed, Sustainability 360 will improve the functionality and reliability of its software, resulting in greater customer satisfaction and enhanced business operations.

Project Scope

This section briefly describes the project goals and benefits of the project in the industry and as a student. Also, a list of the high-level requirements and expected industry and academic deliverables.

Project Goal(s)

Industry

- Make sure that software applications satisfy the end-user requirements, reliability, and provide an excellent user experience.
- Delivers valuable suggestions on the usability and user experience of the software

Student

- I will be responsible for creating test plans and test cases to make sure that software satisfies the required functionality and performance standards
- Manually execute test cases and scenarios to analyse defects, errors, or bugs that exist in the software
- To provide feedback to developers and stakeholders, I will thoroughly document the testing process that includes test results, defects, and issues
- Collaborate with members of the team including developers and stakeholders
- Continuously improve testing skills and techniques
- Adapting to new technologies and methodologies
- Working in agile methodology and scrum development

Benefits of Project

Industry

- Improve the quality of the software
- Early detection of defects in the development of the cycle
- Better user experience
- Better security
- Reduced Quality Control effort

Student

- Enhance testing skills
- Gain high-level of understanding of test management tools
- Using Agile methodology development environment
- Improve personal and professional interests that enable me to explore new testing and software development areas.
- Work on initiatives that address significant social and environmental challenges to have a good societal impact
- Improve collaboration skills, as I work together with developers, other testers, project managers, and stakeholders.
- Provides a valuable experience that can be showcased on my resume

Project Requirements

In project management, requirements provide a broad overview of the tasks and conditions that must be achieved for the project to be successful. Maintaining simple and easy-to-understand requirements allows stakeholders and project teams to obtain important information about the project's expected outcomes (Wrike, n.d.-a).

Expected Deliverables

Industry

- Weekly report on project progress
- Reports on daily status during scrum meetings
- Show and tell presentations every two weeks as part of sprint retrospective
- Creating test cases and test plan
- Test document
- Acceptance criteria

Academic

- Prepared CV and Cover letter
- Interview with potential company
- Work Integrated Learning Agreement and Confidentiality Agreement Signed
- Weekly meetings review
- Project Proposal
- Proposal Checklist
- Project Proposal sign off
- Methodology Essay
- Submit Halfway Report
- Industry Supervisor Halfway Assessment
- Academic Supervisor Halfway Assessment
- Methodology Essay
- Complete the Final Academic Report, Poster, and Poster Short Paper
- Panel with Industry Supervisor, Academic Supervisor, and Course Convenor

Stakeholder Management

This section describes the industry and academic stakeholders who are involved in the development and completion of a project. This includes their name, organisation, role and contact details. In addition, there will be reporting and meetings to ensure that the project stays on track, meets its objectives, and is completed on time.

Project Hierarchy

Table 1

Industry Stakeholders

Name	Organisation	Role	Email
Caroline Thalund	Sustainability 360 Ltd.	Founder and Director	caroline@s360.co.nz
Vinay Varma	Sustainability 360 Ltd.	Chief Architect and Industry Supervisor	vinay.varma@s360.co.nz
Gaurav Thantry	Sustainability 360 Ltd.	Senior Full Stack Developer and Industry Supervisor	gaurav.thantry@s360.co.nz
Ariel Evangelista	Sustainability 360 Ltd.	Full Stack Developer	ariel.evangelista@s360.co.nz
Ivy Vidal	Sustainability 360 Ltd.	Testing Developer	ivy.vidal@s360.co.nz
Willem Russ-Hofmans	Sustainability 360 Ltd.	Full Stack Developer	will.russhofmans@s360.co.nz
Adam Taylor	Student at Ara Institute of Canterbury Ltd.	Full Stack Developer	adam.taylor@s360.co.nz
Rommel Agudo	Student at Ara Institute of Canterbury Ltd.	Full Stack Developer	rommel.agudo@s360.co.nz
Jasmin Vidal	Student at Ara Institute of Canterbury Ltd.	Student Intern Developer	jasmin.vidal@s360.co.nz

Table 2

Academic Stakeholders

Name	Organisation	Role	Email
Dr David Weir	Ara Institute of Canterbury Ltd.	Academic manager and Course Convenor	david.weir@ara.ac.nz
Dr David Weir	Ara Institute of Canterbury Ltd.	Academic Supervisor	david.weir@ara.ac.nz
Jasmin Vidal	Student at Ara Institute of Canterbury Ltd.	BICT Student	jav0305@arastudent.ac.nz

Reporting and Meetings

Table 3

Industry and Academic Report and Meetings

Name	Role	Meeting agenda	Date and Time	Location
Dr David Weir	Academic Supervisor	Weekly Progress Report, Risk Assessment, Burndown Chart, Quality Assurance and Project status	Thursday 11:00 am	Face-to-face meeting at Ara Institute Office S156a or via Microsoft Teams
Dr David Weir	Course Convenor	BCIS309 Student Class Attendance	Monday 3- 5 pm	N410/N411
Phillip Roxborough	Lecturer		Thursday 1- 3 pm	TM215
Caroline Thalund	Product Owner	Daily Stand-up	Tuesday – Friday 5:15 pm	Online video Conference via S360 Microsoft Teams
		Sprint Planning and Retrospective	Monday 5:30 pm	Face-to-face meeting at Te Ohaka at K Block
		Sprint Refinement	Monday 6:15 pm	Face-to-face meeting at Te Ohaka at K Block
Vinay Varma Gaurav Thantry	Industry Supervisor	Daily Stand-up	Tuesday – Friday 5:15 pm	Online video Conference via S360 Microsoft Teams
		Sprint Planning and Retrospective	Monday 5:30 pm	Face-to-face meeting at Te Ohaka at K Block
		Sprint Refinement	Monday 6:15 pm	Face-to-face meeting at Te Ohaka at K Block

Academic Weekly Progress Report

I have a weekly progress report meeting with my Academic Supervisor every Thursday at 11:00 am. The purpose of the meeting is to check my project proposal, risk assessment, burndown chart, and quality assurance. My academic supervisor gives me feedback and suggestions on my work. I ask questions whenever I am unsure about certain tasks. The figure below is an example of my weekly progress report and there will be other examples that can be found in Appendix A.

Figure 1

Weekly Progress Report

Project Name: Regression Testing for S360

Student Name: Jasmin Vidal

Weekly Progress Report for week 4 starting: March 13 – March 19, 2023

Total Industry Hours this week:	15 Hours
Total Academic Hours this week:	15 Hours
Total Industry plus Academic Hours this week:	30 Hours
Total Industry Hours to date:	21 Hours
Total Industry plus Academic Hours to date:	59 Hours

Supervisor: Dr David Weir
Scheduled meeting: Thursday 11:00 am

Progress/achievements since last meeting	Discussion with Sustainability 360 about the project details and initial sprint. Working on my project proposal
Tasks not completed as planned	Perform manual testing
Barriers to progress	Unfamiliarity with the tools that Industry uses
Possible solutions to barriers	Research and watch online tutorials
Areas of satisfaction	Gain more ideas about the project and expected deliverables. Showing up in meetings in-person or via Microsoft Teams
Areas of concern	Lack of knowledge of tools that sustainability 360 uses for testing.
Status	1. Abandoned 2. Not started 3. Behind schedule, unlikely to be completed as planned 4. Behind schedule but achievable 5. On track and continuing as planned 6. Completed
General reflections	
Actions for next meeting:	I need to see the Draft of Researching and gathering more information about testing
Supervisor Comments:	Send me the proposal Draft ASAP for feedback. Update the risk table in light of barriers and time management activities. Implement version control in file names (burndowns and risk etc.)

Signature of student: Jasmin Vidal

Date 15/03/2023

Signature of supervisor: D. Weir

Date 16/03/2023

Student Skills

This section describes the project's required general skills, ICT-specific skills, skills from relevant level 6 and 7 courses and approach to learning new skills.

General Skills Required

- Time Management – Planning and scheduling are the foundation of effective time management. I should develop a detailed project plan that lists all the required tasks to complete the project, along with dependencies and due dates.
- Collaboration and Communication – Clear and effective communication is important to project success. Good communication encourages teamwork and collaboration within the project team by ensuring that all stakeholders are informed about the project's objectives, timeline, risks, and issues. Key communication skills include active listening, written, and non-verbal communication skills.
- Problem-Solving – Strong analytical skills are necessary for effective problem-solving. Project managers need to be able to identify the underlying causes of complex issues and divide them into smaller, more manageable parts.
- Risk management – Risks related to projects can range from technical problems to stakeholder conflicts. Risk management skills are necessary to identify potential risks, create mitigation plans, and how to respond to unexpected events.

ICT-Specific Skills Required

- Knowledge of programming languages
- Familiarity with Test Management tools
- Understanding of Software Development Life Cycle phases which include requirements gathering, design, development, testing, and deployment
- Azure DevOps Services
- Knowledge of test cases and test plans
- Understanding of Operating Systems and Browsers

Skills from Relevant L6 and L7 Courses

BCIS206 Professional Practice – Level 6

- Ethical principles and code of practice for IT Professionals
- Legal and regulatory requirements, such as privacy, contracts, health and safety, and security
- Institute of IT Professionals in New Zealand (ITP)
- Answering Behavioural Interview Questions
- Being professional at an Interview
- Digital Footprint

BCDE215 Web Development – Level 6

- HTML and CSS
- Web Server Administration and Frameworks
- Responsive web pages
- Django web application
- Usability and accessibility design
- MySQL database
- Amazon Web Services

BCIS208 IT Service Management – Level 6

- Information Technology Infrastructure Library (ITIL)
- Change management processes and procedures to IT service delivery
- IT Solution Lifecycle
- Tools and techniques to address issues with IT project management

BCDE224 Best Programming Practices (Server-Side Programming – PHP) – Level 6

- PHP Programming Language
- Syntax Features
- HTML, CSS, Bootstrap
- Visual Studio
- Database
- Class Diagram
- XAMPP Apache Server
- MySQL Workbench
- Implement an E-commerce Store

BCDE223 Best Programming Practices (Java) – Level 6

- Java Programming Language
- Developing Eyeball Maze Game
- Syntax Features
- Android Studio
- Class Diagram

BCDE311 Software Development – Level 7

- Project Proposal
- Information gathering and Client Interviewing
- Design and Iterative Prototyping
- HTML, CSS, Adobe Photoshop, Lapentor
- Usability and Functional testing
- Risk Management
- Project management framework
- Specifications and Documentation
- Quality Assurance
- Ethics and Relevant Legislation for the IT Industry
- Low- Fidelity and High- Fidelity Prototyping
- Developed Emerge Virtual Gallery as a project

BCIS303 Information Technology Governance – Level 7

- Thematical Analysis and Qualitative Analysis
- Strategic analysis of IT systems and solutions within organisations
- Hierarchy of IT plans
- Risks assessment
- ITG frameworks and standards
- Data coding and gathering
- Collaborative Teamwork

Approach to Learning New Skills

- Research testing – Watch YouTube tutorial videos and explore online resources to gain a better understanding.
- Identify learning resources – This includes books, websites, courses, and online tutorials.
- Sustainability uses different tools such as Amazon Web Services, Azure DevOps, and Git.

Project Plan – High Level

The following document illustrates the project management framework that has been adopted. The agile methodology will be discussed in detail. There is a timeline that will be updated as additional information becomes available.

Phases

I will be using Agile and scrum methodology in my project. In an Agile project, the team divides the project into small pieces called sprints. Each sprint involves planning, development, testing, and review that typically last for two weeks. (Guru99, 2023)

The scrum framework includes:

- Product Backlog – a list of requirements and features
- Sprint Backlog – list of tasks to be completed during the sprint
- Daily Stand-up – project progress and issues
- Sprint Review – review the progress and feedback
- Sprint Retrospective – to discuss to review the sprints and highlight areas for improvement

Sprint Goals

Sprint 70 – Onboarding tasks – Git, Familiarise with Testing, Gherkins Script (March 13 – March 25)

Sprint 71 – TBA

Sprint 72 – TBA

Sprint 73 – TBA

Sprint 74 – TBA

Sprint 75 – TBA

Overall, Agile and Scrum methodology provides a framework for project management that focuses on collaboration, continuous improvement, and flexibility. This framework is useful in software development projects where requirements and objectives can change rapidly.

Timetable

Table 4

Project Plan Academic Timetable

Ara Course Week	My working week	Planned Academic Hours	Actual Academic Hours	Expected Deliverables
1	1	2	3	Curriculum Vitae and Cover Letter, Interview with company
2	2	2	3	Work Integrated Learning Agreement and Confidentiality Agreement Signed
3	3	55	50	Weekly meetings Review, Project Proposal – Introduction, Project details, Project Scope, Stakeholder Management, Student Skills, High-Level Project Plan, Detailed Project Plan, Risk Management, Quality Assurance, Methodology, Professionalism, Sustainability, Self-Assessment, Reflections, Reference List
4	4			
5	5			
6	6	30	TBA	Halfway Report and Supervisor's Assessment
7	7			
Ara term break week	8			
Ara term break week	9			
8	10			
9	11	61	TBA	Methodology essay
10	12			Poster Design
11	13			Poster Short Paper
12	14			Final Report
13	15			Panel Presentation
14	16			
15	17			
16	18			
17	19			
18	20			

Table 5*Project Plan Industry Timetable*

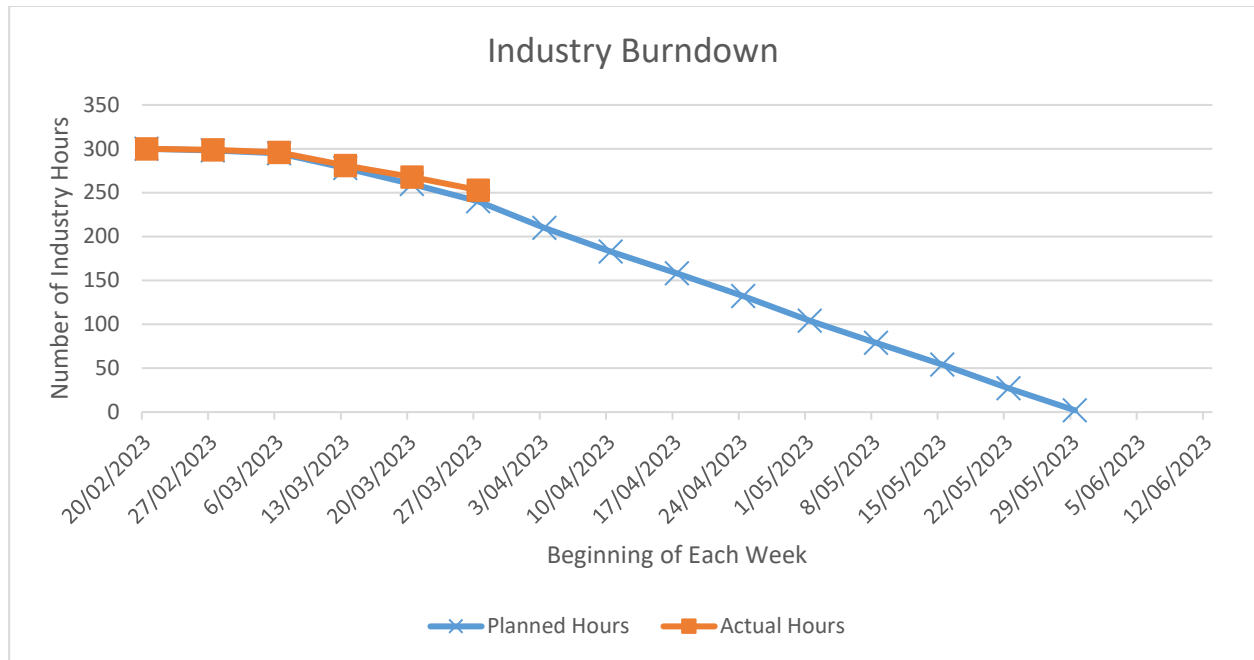
Ara Course week	My working week	S360 Sprint	Industry Hours	Expected Deliverables
1				
2				
3	1		7	First meeting – Discussion of project details
4	2	70	35	Onboarding tasks – Git, Familiarise with Testing, Learning Gherkins script Language, Acceptance Criteria
5	3	70		
6	4	71	26	TBA
7	5	71	25	TBA
Ara term break week	6	72	27	TBA
Ara term break week	7	72	25	TBA
8	8	73	27	TBA
9	9	73	26	TBA
10	10	74	25	TBA
11	11	74	25	TBA
12	12	75	27	TBA
13	13	75	25	TBA
14	14			TBA
15	15			TBA
16	16			TBA
17				
18				

Burndown Charts

Industry

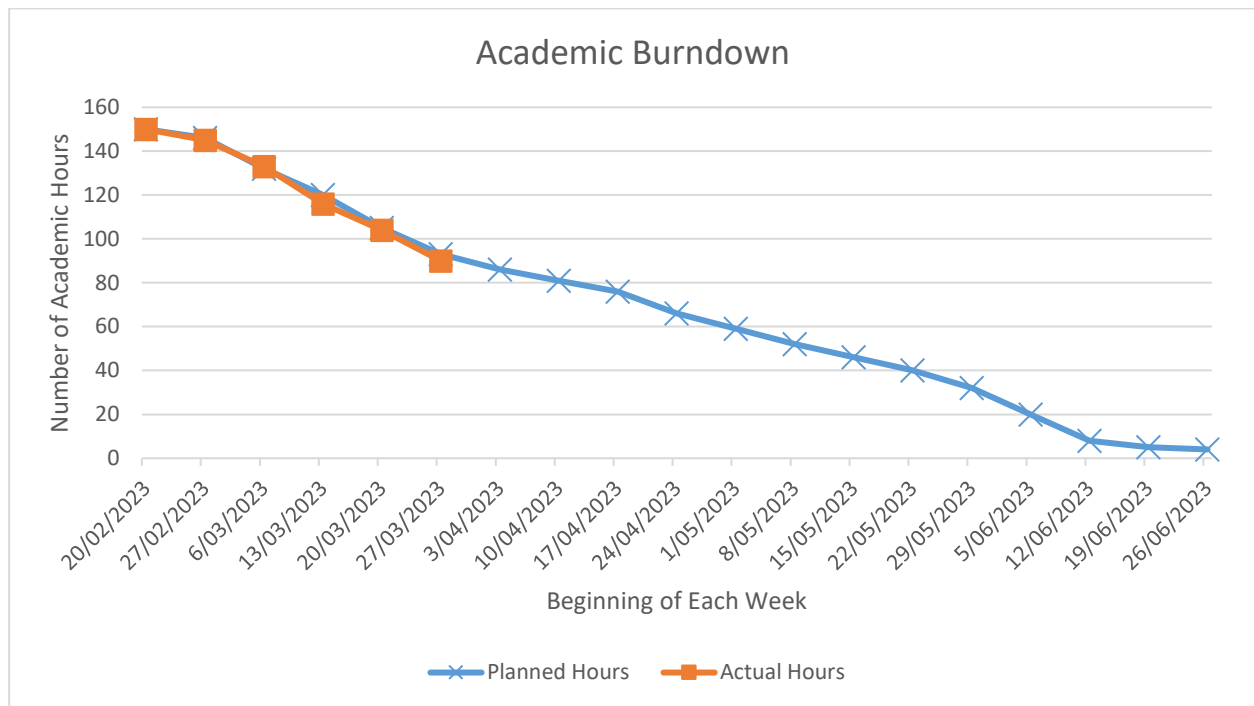
Figure 2

Industry Burndown Chart



This is my Industry Burndown Chart. The blue line with the X symbol indicates the planned hours, and the orange line with the square symbol indicates the actual hours. During week 5, I have tested positive for Covid which made it difficult to focus on my onboarding tasks. As a result, I did not manage to reach my planned hours. My plan for the following weeks is to increase my planned hours.

Academic

Figure 3*Academic Burndown Chart*

This is my Academic Burndown. Due to covid, I was unable to submit my project proposal on the due date, but I have been granted a one-week extension. My sickness made it challenging for me to concentrate on my proposal, causing me to fall short of my planned hours for week 5. I aim to update and increase my planned hours for the following weeks.

Resources/Access Required

Software

- Communication – Microsoft Teams
- Microsoft Excel
- Microsoft Word
- Git
- Amazon Web Services CLI
- Azure DevOps

Hardware

- Internet connection
- Personal computer or mobile devices
- Printers and scanners
- Access to S257 project room

Detailed Project Plan

Organisation: Sustainability 360

Project Title: Creation and Updating of Regression Test Suites for S360

Product owner: Caroline Thalund

Industry Supervisors: Vinay Varma and Gaurav Thantry

Table 6

Academic and Industry Detailed Project Plan

	Academic				
	Industry				
Deliverables	Activity	Estimated Time (hrs)	Actual Time (hrs)	Target Date Completion	Actual Date Completion
Curriculum Vitea and Cover Letter	Creating Cv and Cover Letter	2	3	20/02/2023	20/02/2023
WIL and Confidentiality Agreement	Signed by people who are involved in project	2	3	8/03/2023	8/03/2023
Weekly Academic Supervisor Meeting	Review weekly progress report, risk assessment, burndown chart	10	TBA	9/03/2023	TBA
Project Proposal	Project Details	2	3	7/03/2023	8/03/2023
	Project Scope	3	4	7/03/2023	8/03/2023
	Stakeholder Management	3	3	9/03/2023	10/03/2023
	Student Required Skills	3	4	11/03/2023	11/03/2023
	Project Plan	4	4	11/03/2023	12/03/2023
	Burndown Chart	4	4	14/03/2023	15/03/2023
	Risk Management	5	3	14/03/2023	16/03/2023
	Quality Assurance	4	5	18/03/2023	19/03/2023
	Methodology	3	5	18/03/2023	19/03/2023
	Professionalism	3	3	18/03/2023	20/03/2023
	Sustainability, Inclusive Practice, and Te Tiriti o Waitangi	4	3	19/03/2023	20/03/2023
	Reflections	3	3	20/03/2023	20/03/2023
	Reference	2	3	20/03/2023	20/03/2023
	Appendices	2	2	20/03/2023	20/03/2023
Project Proposal Checklist	Checking requirements needed for checklist	1		30/03/2023	TBA
Project Proposal Sign off	Follows Ara's proposal sign off document	1		30/03/2023	TBA
Halfway Report	Progress Updates, Reflection, What went well, What did not go well, Improvements	30		TBA	TBA
Methodology Essay	3,000 words that covers the topic listed in marking guide. This covers the Agile and Scrum methodology	15		TBA	TBA
Final Report Document	Final Reflections and Self Evaluation	20		TBA	TBA
	Review final report document	3		TBA	TBA
	Ask for feedback	2		TBA	TBA
Short Paper	Includes introduction, title, author, methodology, process, conclusions, and reflections	2		TBA	TBA
Poster	Poster is A1 format. Includes Introduction, title, author, methodology, process, conclusions, and reflections	3		TBA	TBA
Short Bio	Professional written of backgrounds and achievements	2		TBA	TBA
Panel Presentation	Creating powerpoint presentation slides	4		TBA	TBA
	Practice for presentation	7		TBA	TBA
	Presentation	1		TBA	TBA
Total Hours:		150	55		
Sprint 70 -Onboarding Tasks	Git Introduction	8	7	17/03/2023	25/03/2023
	Familiarise with Azure DevOps	3	3	18/03/2023	25/03/2023
	Amazon Web Services CLI	3	TBA	19/03/2023	25/03/2023
	Familiarise with testing	17	TBA	20/03/2023	25/03/2023
	Gherkins script	10	TBA	21/03/2023	25/03/2023
	XPATH	9	TBA	22/03/2023	25/03/2023
Sprint 71 - TBA	TBA	50	TBA	7/04/2023	TBA
Sprint 72 - TBA	TBA	50	TBA	21/04/2023	TBA
Sprint 73 - TBA	TBA	50	TBA	5/05/2023	TBA
Sprint 74 - TBA	TBA	50	TBA	19/05/2023	TBA
Sprint 75 - TBA	TBA	50	TBA	2/06/2023	TBA
Total Hours:		300			

Risk Management

This section describes the approach of a selected framework for risk management. Also, a risk table that covers business, project, and personal.

Approach

In my BCIS309 course, I will be identifying and managing the potential risks both from my Industry and Academic work. My academic work contains deliverables such as project proposals, weekly progress reports, halfway reports, methodology essays and final reports. My industry work contains deliverables such as daily stand-up meetings, creating test cases, test plans, documents, and acceptance criteria and how I collaborate and communicate with the team. Every week, I will have a different version of my risk assessment to monitor and compare changes because risk can change over time. Other risk assessment versions can be found in Appendix B. This helps me to stay proactive in managing risks and ensure that risk management strategies are still effective.

I used Microsoft Risk Template Tool. The purpose of the tool is to identify, assess, and manage risk. I have selected Microsoft Risk Template Tool because it provides a structured approach to identifying, assessing, and managing risks.

The Microsoft risk assessment tool consists of eight columns (Microsoft Corporation, 2002).

- Condition – list of the potential risk
- Consequence – outcome or result that could occur if a risk event or condition were to happen
- Probability – an estimate of the risk that will occur. Percentage-based scale e.g. (1-99%). 100% would indicate that risk is no longer a risk and has turned into a problem
- Impact – it is a measure of the severity or magnitude of the negative outcomes that could result from the occurrence of a risk condition. Numeric-based scale e.g. (1-10) is used to estimate the amount of impact of the risk
- Exposure – value determined (*Formula: Probability * Impact*). It is a level of potential loss or harm that may result from a particular risk
- Mitigation – creating strategies to reduce the likelihood and potential impact of risk
- Contingency – effective backup plan. Being able to respond to risk events
- Triggers – the root cause of a particular risk

Risk Table

The category of my risk assessment includes personal, technical, business, health, and social.

Table 7

Risk Assessment Version 3

Organisation: Sustainability 360									
Initiative, Project, and/or Engagement: Creation and updating of Regression Test Suites for S360									
Author: Jasmin Vidal									
Date: 22/03/2023									
#	Condition	Risk Statement Consequence	1%- 99% Probability	(1- 10) Impact	Exposure	Mitigation	Contingency	Triggers	Comments
1	Sickness due to covid	Being unable to attend face-to-face classes and meetings. Experience sickness that could affect my ability to complete my project proposal and industry work	100%	10	10	Make sure rest, stay hydrated, and follow healthcare recommendations for managing covid	Set up Microsoft teams meetings with Academic Supervisor and Industry stakeholders	Family members has covid. Isolation needed	Tested positive for covid
2	Unfamiliarity with the tools that company uses	Can be more susceptible to mistakes or errors	40%	7	2.8	Take time to practice using the tools and experiment with different features and functions	Ask help with team who are more experience with the tools.	Don't have experience with the tools	
3	Poor time management	Inability to deliver project proposal on time. Increased stress, anxiety, and burnout, which can negatively impact mental and physical health.	30%	8	2.4	Plan and schedule tasks in advance, breaking them down into smaller, manageable steps, and setting realistic deadlines.	Maintain open communication with stakeholders to keep them informed of any delays.	Putting off tasks until the last minute can lead to rushed work, missed deadlines, and poor quality work.	
4	Lack of communication with my Academic and Industry Supervisor	Inability to produce a high quality work and increase misunderstanding.	30%	8	2.4	Set up weekly meetings between Academic and Industry supervisor.	Make sure to contact supervisors.	Lack of in-person and online meetings interaction.	
5	Software and Hardware failures	It can impact productivity. This can lead to frustration and demotivation.	30%	7	2.1	Regular maintenance and updates.	Identify potential risks: This can include issues such as system crashes, data loss, and hardware malfunctions.	Utilizing outdated software and hardware.	

This is my risk assessment version 3 and it consists of five different risks. In week 5, I encountered a risk which is sickness due to covid. The probability of this risk was 100%, with an impact of 10 and an exposure of 10 because it had already occurred and had become a problem. It impacted both my planned and actual hours in academic and industry tasks. However, in the next few weeks, the probability of this should become lower.

Quality Assurance

Quality Assurance is a method of ensuring software quality. It's a series of steps that ensures the project's processes, procedures, and standards are accepted and applied correctly. It aims to improve the software development process so that problems can be avoided before they become serious problems.

Approach

The objective of quality assurance is to guarantee that products and services consistently meet or exceed customer expectations and follow all the relevant laws and regulations. Establishing and maintaining quality standards, policies, and procedures throughout the entire production or service delivery process is the goal of quality assurance, a process-oriented approach. I have derived my table from the Virginia Tech Quality Assurance method (Virginia Tech, n.d.).

The Quality Assurance table identifies:

- The deliverables of the project
- The deliverable quality standards for client satisfaction
- Quality Assurance Activity to ensure that project processes are followed correctly
- When and how often the quality assurance activity will be carried out
- The person is responsible for doing the quality assurance activity
- Date of acceptance

Quality Assurance Table

Figure 4

Industry Quality Assurance Table

Project Deliverables	Deliverable Quality Standards	Quality Assurance Activity	Frequency	Signee(s)	Date of Acceptance
Daily stand ups status update	Should show up to every meetings	Present my daily progress, ask questions if stuck on tasks	Daily	Caroline Thalund Vinay Varma Gaurav Thantry Jasmin Vidal	March 14, 15, 16
Show and tell presentations every two weeks as part of sprint retrospective	Present my progress and what I learn	Present the tasks that has been achieve and done	Fortnightly	Caroline Thalund Vinay Varma Gaurav Thantry Jasmin Vidal	March 27, 2023
Onboarding Tasks	The given tasks must be done by the end of the sprint	Read or watch online resources to gain knowledge	Daily	Caroline Thalund Vinay Varma Gaurav Thantry Jasmin Vidal	March 25, 2023
Test Plan	Detailed document that describes the testing strategy, goals, success criteria, and resources needed.	Follow testing guidelines and acceptance criteria. Read or watch online resources to gain knowledge. Ask help and feedback for improvement	Weekly	Caroline Thalund Vinay Varma Gaurav Thantry Ivy Vidal Jasmin Vidal	TBA
Test Case	Documented steps and expected outcomes used to ensure that the software application works as intended	Follow testing guidelines. Read or watch online resources to gain knowledge. Ask help and feedback for improvement	Weekly	Caroline Thalund Vinay Varma Gaurav Thantry Ivy Vidal Jasmin Vidal	TBA
Creating Acceptance Criteria	Documentation is required to ensure that all stakeholders recognize the standards that the product or service must meet.	Read or watch online resources to gain knowledge. Ask help and feedback for improvement	Weekly	Caroline Thalund Vinay Varma Gaurav Thantry Ivy Vidal Jasmin Vidal	TBA
Editing Acceptance Criteria	Editing the previous S360 acceptance criteria to have a better readable version	Read or watch online resources to gain knowledge. Ask help and feedback for improvement	Weekly	Caroline Thalund Vinay Varma Gaurav Thantry Ivy Vidal Jasmin Vidal	TBA
Identifying Defects	Identifying defects or issues discovered during testing	Follow test case written steps. Read or watch online resources to gain knowledge. Ask help and feedback for improvement	Weekly	Caroline Thalund Vinay Varma Gaurav Thantry Ivy Vidal Jasmin Vidal	TBA
Reporting Defects	A document outlining the defects or issues discovered during testing	Read or watch online resources to gain knowledge. Ask help and feedback for improvement	Weekly	Caroline Thalund Vinay Varma Gaurav Thantry Ivy Vidal Jasmin Vidal	TBA

Figure 5

Academic Quality Assurance Table

Project Deliverables	Deliverable Quality Standards	Quality Assurance Activity	Frequency	Signee(s)	Date of Acceptance
Curriculum Vitae and Cover Letter	Professional written	Peer review for proof read. Grammarly for spelling checks	Once	Jasmin Vidal	February 20, 2023
WIL and Confidentiality agreement	Should be signed by people who are involved in a project	Download WIL agreement and send the document to my industry supervisor. After getting signed, I will submit it to my Academic Supervisor	Once	Dr David Weir Caroline Thalund Jasmin Vidal	March 8, 2023
Weekly meeting reviews	Submit risk management, burndown chart and quality assurance	Ensure to submit documents before meeting. Reviews occur every Thursday meeting	Weekly	Dr David Weir Jasmin Vidal	March 9, 2023 March 16, 2023
Project Proposal	Follows ARA guidelines for research proposal Follows APA 7 referencing guide Use the provided template	Academic and Industry Supervisor feedback. Use grammarly for spelling check and Turnitin for online plagiarism detection. Follow assessment marking rubric	As necessary to completion	Dr David Weir Jasmin Vidal	March 24, 2023
Project Proposal Checklist	Follows Ara provided proposal checklist	Ensure that I have done the requirements needed for checklist	As necessary to completion	Jasmin Vidal	TBA
Project Proposal Sign off	Follows Ara's proposal sign-off document	Ensure that the proposal I have created is appropriate based on the project requirements	Once	Dr David Weir Caroline Thalund Jasmin Vidal	TBA
Timeline, Burndown Chart	Burndown consists of columns including actual and planned hours from Industry and Academic work	I will be having version control of my burndown chart. Academic supervisor feedback	As necessary to completion	Dr David Weir Jasmin Vidal	March 9, 2023 March 16, 2023
Risk Assessment	Risk assessment includes risk condition, consequence, probability, impact, exposure, mitigation, contingency, and triggers	I will be having version control of my risk assessment. Academic supervisor feedback	As necessary to completion	Dr David Weir Jasmin Vidal	March 9, 2023 March 16, 2023
Halfway Report	Document progress I have achieve	Academic and Industry Supervisor feedback. Use grammarly for spelling check and Turnitin for online plagiarism detection. Follow assessment marking rubric	As necessary to completion	Dr David Weir Jasmin Vidal	TBA
Methodology Essay	3,000 words long that covers the topic listed in marking guide	Academic and Industry Supervisor feedback. Use grammarly for spelling check and Turnitin for online plagiarism detection. Follow assessment marking rubric	As necessary to completion	Dr David Weir Jasmin Vidal	TBA
Final Report Document	Final reflections and self-evaluation supported by the Panel Assessment Marking Rubric should be included in your copy of the Halfway Report.	Academic and Industry Supervisor feedback. Use grammarly for spelling check and Turnitin for online plagiarism detection. Follow assessment marking rubric	As necessary to completion	Dr David Weir Jasmin Vidal	TBA
Short Paper, Project Poster	Includes introduction, title, author, methodology, process conclusions, references	Academic and Industry Supervisor feedback and reviews	As necessary to completion	Dr David Weir Jasmin Vidal	TBA
Short Bio	Professional written of backgrounds and achievements	Academic and Industry Supervisor feedback and reviews	As necessary to completion	Dr David Weir Jasmin Vidal	TBA
Panel Presentation	Powerpoint presentation must be submitted	Follow assessment marking rubric	Once	Dr David Weir Phillip Roxborough Jasmin Vidal Vinay Varma Gaurav Thantry Caroline Thalund	TBA

Test Plan/Scenarios/Cases

Software testing refers to the procedure of assessing and validating whether a software product or application performs its intended functions. Testing provides various advantages such as minimizing errors, cutting down development expenses, and enhancing performance (IBM, n.d.).

My project is the creation and updating of the Regression Test Suite for S360. Regression Testing is a form of software testing that aims to verify that newly implemented code changes do not have a negative impact on the existing features. Essentially, Regression Testing involves running a complete or partial suite of previously executed test cases to ensure that the current functionalities still operate correctly (Hamilton, 2023).

The two main categories of software testing are functional testing and non-functional testing. Functional testing involves testing whether the software functions as intended based on the business requirements. It includes various types of tests that ensure each component of the software performs as expected, using scenarios and use cases provided by the design team or business analyst.

The functional testing method includes:

- Unit Testing
- Integration Testing
- System Testing
- Acceptance Testing

Non- functional testing method includes:

- Performance Testing
- Security Testing
- Usability Testing
- Compatibility Testing

Methodology

This section describes the methods and approaches that will be used for the project. The Literature Review describes the Agile methodology and Scrum methodology. Lastly, the critique of the Agile Development methodology is also included.

Overview

The methods/approaches that will be used are:

- Agile Methodology
- Scrum Framework
- Testing Methodology

Literature Review

Agile methodology was developed as an approach to software development. Agile provides greater flexibility to software teams by reducing product cycles and producing deliverables more frequently. Agile uses an iterative approach that divides a project into different phases or sprints, each of which results in a workable version or draft of the final product. Teams may divide the complex requirements, development, and test phases into smaller pieces, resulting in more frequent delivery and greater flexibility (Wrike, n.d.-b).

Agile methods or processes typically promote a structured project management approach that emphasizes regular assessment and adaptation, a leadership philosophy that encourages collaboration, self-management, and responsibility, a collection of engineering best practices that enable prompt delivery of high-quality software, and a business strategy that aligns development with both customer demands and company objectives (Cprime, 2023).

The Agile Scrum methodology is a project management approach that involves gradual development. The method involves breaking down the project into two to four-week sprints, with each sprint aiming to prioritize the most important features and result in a potentially deliverable product. The Agile Scrum methodology prioritizes delivering multiple product iterations to stakeholders in a short timeframe, aiming to provide them with the most significant business value possible (Business News Daily, 2023).

Critique (Pros and Cons)

Advantages of using Agile Methodology and Scrum Framework

- Promotes collaboration and communication among team members
- Better quality
- Continuous improvement
- Flexibility

Disadvantages of using Agile Methodology and Scrum Framework

- Training and Skill requires
- Difficulty in Scalability
- Potential for Scope creep

Professionalism

In project management, professionalism is essential since it maintains a high standard of conduct, behaviour, and ethics and so contributes to the project's success.

Professional Standards

The quality standards of my project should meet the expectations of academic and industry stakeholders. I will follow ethical standards and guidelines. I should maintain my work ethic by protecting confidential information and not taking advantage of the project for personal gain.

Reliability and Accountability

Being reliable in a project is essential to ensuring success and maintaining a positive work environment. Make sure I plan my work effectively and allow enough time to complete my tasks before the deadline. I should attend classes and meetings. Take responsibility for my work and hold myself accountable for my actions.

Communication

I will be clear and concise when communicating to avoid confusion or misunderstandings. I will listen actively to my team members and stakeholders to understand their concerns, needs, and feedback. I will use positive language and tone when communicating.

Attitude

Being honest and ethical will be my top goal, and despite any potential emotional challenges, I'll try to keep a positive attitude at work. I'll also try to find ways to collaborate with supervisors and colleagues while maintaining a positive attitude.

Teamwork

Encourage open communication among team members to foster collaboration and the exchange of ideas. Make sure team members are comfortable sharing their ideas and opinions.

Motivation

I will be motivated by focusing on the end goal. Celebrate successes, no matter how small or big, to keep the morale high

Open to Learning

I see this as a great opportunity for me to learn new skills and engage in academic activities. I want to demonstrate my testing abilities, and whenever necessary, I won't be hesitant to ask for clarification.

Relevance of ITP Code of Ethics

This section provides an overview of the project's ethical considerations, which are mandatory to adhere to. The research ethics outlined below will act as a reference for ethical behaviour in our daily lives and assist us in managing whether the tasks we undertake are morally justifiable in the context of the project's goals. The ITP Code of Ethics consists of eight Tenets, which are interconnected and cover significant aspects related to ethics and behaviour (IT Professionals, 2017).

Good Faith

As a student, I must treat an individual with respect, equality, and fairness, without any discrimination, while also being mindful of the beliefs and cultural sensitivities of all community groups that can be impacted by their work.

Integrity

As a student, I will work with honesty and respect while using my abilities to positively impact society is important in gaining the trust of both individuals and the industry. To ensure the client's needs are prioritized, it's essential to conduct research and implement methodologies with honesty and integrity.

Community Focus

As a student, I will prioritise the rights and well-being of the community must come before performing our responsibilities. The community should be always the project's primary concern.

Skills

As a student, I will use my skills and knowledge to deliver high-quality work for my project outcome. I will use my problem-solving and decision-making skills to find solutions and make informed choices to keep the project on track when problems arise.

Continuous Development

As a student, I will continuously enhance my knowledge and skills and experience throughout my career and encourage colleagues to do the same.

Informed Consent

As a student, I will make sure to report any possible economic, social, environmental, or legal consequences of my actions to clients or companies in a reasonable approach.

Conflicts of Interest

As a student, I must recognise and handle conflicts of interest to ensure that actions align with ethical standards.

Competence

As a student, I must follow established professional standards and only offer services and advice within my areas of expertise.

Relevant Legislation

The relevant legislation refers to the laws and regulations that apply to a specific situation or context.

Privacy/Confidentiality

The Privacy Act of 2020 regulates how corporations and organisations can gather, keep, use, and share their personal information. It guarantees that you are aware when your information is being gathered, that it is used and shared legally, and that it is kept safe and secure. It also ensures that you have access to your information (Privacy Commissioner, n.d.).

Confidentiality relates to how we secure data about individuals and organisations, as well as how we ensure that it is not made public or shared without permission. It is important to understand the principles to ensure that you do not unintentionally release data that could identify people or organisations, and guarantee it isn't shared with anybody who isn't permitted to access it. Statistical methods are used to prevent data from being shared in a way that could unintentionally identify a person or organisation (Data Government NZ, 2020).

Copyright

The Copyright Act is legislation in New Zealand that governs the rights of creators and owners of original works, such as literary works, films, music, sound recordings, and software. This law outlines the exclusive rights of copyright owners, the guidelines for obtaining copyright protection, the restrictions, and exceptions to these rights, as well as their requirements and procedures (New Zealand Intellectual Property Office, n.d.-a).

Important aspects to consider in the project include understanding the concept of the original works and the right of the creators and owners, determining whether any materials used are subject to copyright protection and ensuring that any works produced do not violate the rights of third parties.

Patents

The Intellectual Property Office of New Zealand (IPONZ) administers the Patents Act. For up to 20 years, a patent protects you from others creating, using, or selling something you invented. Your rights are limited to the country or region in which your patent is issued. A patent issued in New Zealand provides protection only within the country. To get a patent application in another country, an application needs to be filed in that country. You must describe your invention while applying for a patent. Your invention must be unique, have a creative step, and be practical. Avoid providing information about your invention to others before filing your application; doing so may result in your application being rejected (New Zealand Intellectual Property Office, n.d.-b).

Sustainability, Inclusive Practice and Te Tiriti o Waitangi

This section describes the important relevance of Principles to Students and Industry throughout the project.

Relevance of Principles to Student and Industry

By familiarising myself with these relevant principles, I will make a conscious effort to be aware of them and apply them in my professional work.

Kaitiakitanga

Kaitiakitanga is a Māori worldview-based approach to environmental management, that involves safeguarding and protecting the natural world. It emphasizes the importance of responsible guardianship and management of the environment (Te Ara, 2007).

The Kaitiakitanga concept can be used to make sure that projects are planned and carried out in a way that respects the environment and cultural values while still being sustainable and responsible. The project may be kept in line with Kaitiakitanga principles by conducting regular monitoring and evaluation, which can assist identify areas where changes can be made.

Rangatiratanga

The terms "rangatiratanga" are frequently used to refer to power, independence, self-determination, and leadership. This covers political and business leaders as well as leadership within the whanau and community. In the social sphere, rangatiratanga is about empowering people and giving them the knowledge and abilities, they need to improve their lives and take part in decision-making (Independent Maori Statutory Board, n.d.-a).

Rangatiratanga recognizes the importance of team members' participation. This may involve establishing a collaborative environment that fosters open communication and active involvement from all members of the team. It also involves creativity and motivates individuals to express their ideas and perspectives.

Whanaungatanga

Whanaungatanga is centred around creating and preserving connections and building strong relationships between family and communities. This principle serves as the fundamental bond that unites people, creating a sense of togetherness, belonging, and solidarity (Independent Maori Statutory Board, n.d.-b).

Whanaungatanga can be applied in project management by having regular team-building activities and meetings. Encouraging collaboration and teamwork can help to develop relationships and a sense of unity among team members of a project team.

Mana Reo

Mana reo refers to the practice of communicating. Mana reo is the mana of language. This refers to the influence or power of language and communication (Smith, 2017).

The use of the Māori language or any other relevant language that the project team members feel comfortable using can enhance cultural awareness.

Self-Assessments

Reflections

This section outlines the lesson that I have learned and my approach while doing the project.

Approach

Throughout the project, I will carry out reviews to evaluate what went well, what did not, and how to improve in the future. Reflections can be done through several approaches such as peer reviews, regular meetings, and retrospectives. This is designed to promote honest communication. Using a journal as part of my project approach involves documenting my progress, thoughts, and ideas throughout the project's duration. This allows me to review my progress and identify areas of improvement. Furthermore, a journal can help me provide insight into my decision-making process, be organised, and maintain my focus.

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Appendices

This section contains Appendices that provide additional information about the project.

Appendix A: Weekly Progress Reports

I have a weekly progress report with my Academic Supervisor every Thursday. My academic supervisor reviews and gives feedback on my project proposal, risk assessment, burndown charts, and quality assurance.

Figure A1

Weekly Progress Report for week 3

Project Name: Regression Testing for S360

Student Name: Jasmin Vidal

Weekly Progress Report for week 3 starting: March 6 – March 10, 2023

Total Industry Hours this week:	0 Hours
Total Academic Hours this week:	12 Hours
Total Industry plus Academic Hours this week:	12 Hours
Total Industry Hours to date:	0 Hours
Total Industry plus Academic Hours to date:	12 Hours

Supervisor: Dr David Weir
Scheduled meeting: Thursday 11:00 am

Progress/achievements since last meeting	Completed signed WIL and Confidentiality agreement
Tasks not completed as planned	N/A
Barriers to progress	N/A
Possible solutions to barriers	N/A
Areas of satisfaction	Completed the interview with the product owner and confirmed the offer to do the capstone project in Sustainability 360.
Areas of concern	Lack of knowledge regarding project scope and tools that sustainability 360 use for testing.
Status	<ol style="list-style-type: none"> 1. Abandoned 2. Not started 3. Behind schedule, unlikely to be completed as planned 4. Behind schedule but achievable 5. On track and continuing as planned 6. Completed
General reflections	
Actions for next meeting:	Learning new ideas from the company about testing.
Supervisor Comments:	I have added this row for comments. You will be talking with your industry supervisors to get a better understanding of what the project is about, these are industry hours and are needed to start the Proposal. Risk Assessment table sheet should have a unique ID to reflect the date assessed.

	You do not need all the other Template Tabs. Revisit the Risk table language – some English grammar issues. The file name for all documents will have version control naming – each weekly update will be a unique name. Consider the use of a more detailed Quality Control Table, add some more columns – refer to example. Correct the error in your Burndown Table data and revisit the end dates. Academic and Industry rarely finish in the same week.
--	--

Signature of student: Jasmin Vidal

Date 08/03/2023

Signature of supervisor: D. Weir

Date 09/03/2023

Figure A2*Weekly Progress Report for week 5***Project Name: Creation and Updating of Regression Test Suites for S360****Student Name: Jasmin Vidal**

Weekly Progress Report for week 5 starting: March 20 – March 26, 2023

Total Industry Hours this week:	13 Hours
Total Academic Hours this week:	12 Hours
Total Industry plus Academic Hours this week:	25 Hours
Total Industry Hours to date:	34 Hours
Total Industry plus Academic Hours to date:	86 Hours

Supervisor: Dr David Weir

Scheduled meeting: Thursday 11:00 am

Progress/achievements since last meeting	I started researching my Industry onboarding tasks – Git, Gherkins Script Language, Testing, Acceptance Criteria
Tasks not completed as planned	
Barriers to progress	Having covid that affects my work progress
Possible solutions to barriers	Set up a meeting with my Academic and Industry Supervisor using Microsoft Teams
Areas of satisfaction	Gain more ideas about the tools that Industry uses
Areas of concern	Sickness due to Covid
Status	<ol style="list-style-type: none"> 1. Abandoned 2. Not started 3. Behind schedule, unlikely to be completed as planned 4. Behind schedule but achievable 5. On track and continuing as planned 6. Completed
General reflections	
Actions for next meeting:	Researching and gathering more information about testing. Creating test cases, test plans, and acceptance criteria
Supervisor Comments:	Update the risk table. Revisit the planned hours for your burndowns. Make alterations to the Proposal as discussed. An extension for submission will be granted because of COVID sickness.

Signature of student: _____ Jasmin Vidal

Date 22/03/2023

Signature of supervisor: _____ 

Date 24/03/2023

Here are the file links for my weekly progress report starting from week 2 to week 6.



Project Weekly Report 1 - Jasmin Vidal 090323.pdf



Project Weekly Report 2 - Jasmin Vidal 16032023.pdf



Project Weekly Report 3 - Jasmin Vidal 23032023.pdf



Project Weekly Report 4 - Jasmin Vidal Signed.pdf

Appendix B: Risk Assessment

Table B1

Risk Assessment version 1

Organisation: Sustainability 360								
Initiative, Project, and/or Engagement: Creation and updating of Regression Test Suites for S360								
Author: Jasmin Vidal								
Date: 9/03/2023								
#	Risk Statement Condition	Consequence	1% - 99% Probability	(1 - 10) Impact	Exposure	Mitigation	Contingency	Triggers
1	Having lack of understanding about the project	Inability to begin the project on time	30%	7	2.1	Conduct some research to have a better comprehension of the project.	Ask questions of the Industry Supervisor	Complex project brief
2	Lack of communication with my Academic and Industry Supervisor	Inability to produce a high quality work and increase misunderstanding	30%	8	2.4	Set up weekly meetings between Academic and Industry supervisor	Make sure to contact supervisors	Lack of in-person and online meetings interaction
3	Lack of time management	There will be a delay in finishing the project or a rush tasks, resulting in a poor quality product outcome	30%	6	1.8	Start the projects early and create timeframe of each task	Create priority list rather than to do list	When there is too many tasks assigned and can't handle them properly
4	Sickness due to covid or other viruses	Being unable to attend classes and meetings	20%	6	1.2	Avoid people that has covid and make sure to take care of myself and get enough sleep	Getting some rest and taking medicine is preferable	Having a high fever and cold
5	Unclear Goals and Objectives	Failure to deliver the desired result	10%	6	0.6	Set up a timelines and meetings. Communicate goals and objectives can increase the change of a successful projects	Ask the right question: What problems is the project having? What are the goals of the project?	Confusing and misunderstanding of the project scope
<div> <div> <div></div> <div></div> </div> <div> <div>Risk v1 09-03-2023</div> <div>Risk v2 15-03-2023</div> <div>Disclaimer</div> <div>+</div> </div> </div>								

Table B2

Risk Assessment version 4

3	Organisation: Sustainability 360								
4	Initiative, Project, and/or Engagement: Creation and updating of Regression Test Suites for S360								
5	Author: Jasmin Vidal								
6	Date: 29/03/2023								
7									
8									
9	#	Condition	Risk Statement Consequence	1%- 99% Probability	(1- 10) Impact	Exposure	Mitigation	Contingency	Triggers
10	1	Feeling of being behind on tasks	The amount of time to complete tasks is longer than expected	40%	8	3.2	Creating a realistic schedule. This involves accurately estimating the time required to complete each task	Consult with Industry and Academic supervisor for advice and support	Had covid that delay my project progress
11	2	Poor time management	Inability to deliver project proposal on time. Increased stress, anxiety, and burnout, which can negatively impact mental and physical health.	30%	7	2.1	Plan and schedule tasks in advance, breaking them down into smaller, manageable steps, and setting realistic deadlines.	Maintain open communication with stakeholders to keep them informed of any delays.	Putting off tasks until the last minute can lead to rushed work, missed deadlines, and poor quality work.
12	3	Unfamiliarity with the tools that company uses	Can be more susceptible to mistakes or errors	20%	7	1.4	Take time to practice using the tools and experiment with different features and functions	Ask help with team who are more experience with the tools.	Don't have experience with the tools
13	4	Software and Hardware failures	It can impact productivity. This can lead to frustration and demotivation.	20%	6	1.2	Regular maintenance and updates.	Identify potential risks: This can include issues such as system crashes, data loss, and hardware malfunctions.	Utilizing outdated software and hardware.
14	5	Sickness due to covid	Being unable to attend face-to-face classes and meetings. Experience sickness that could affect my ability to complete my project proposal and industry work	10%	6	0.6	Make sure rest, stay hydrated, and follow healthcare recommendations for managing covid	Set up Microsoft teams meetings with Academic Supervisor and Industry stakeholders	Family members has covid. Isolation needed
15									
		Risk v1 09-03-2023		Risk v2 15-03-2023		Risk v3 22-03-2023		Risk v4 29-03-2023	
								Disclai	

Here is the file link of my risk assessment with all the different versions.



Risk Template Tool
Week 6 - Jasmin Vida