

SOFA Quality Guideline

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1 Documents

This section outlines the quality standards and processes for all documents produced during the SOFA project.

1. All documents shall be written in LaTeX.
2. Every document's source and rendered result shall be committed and versioned.
3. All documents shall be reviewed at least once by another person either inside or outside of the team using the template found at Appendix A Review Template.
4. The results of document reviews shall be stored in the correct folder in the **25reviews/** directory with the following naming convention:
YYDDMM_firstname_documentversion*
5. An improved version of a document shall be reviewed once more to guarantee feedback has been processed and passes standards.
6. If a document does not pass a review, this document shall be improved again.
7. Documents to be reviewed will be added to the week's backlog.

*So the first review of a project plan will have this path:
25reviews/project_plan/20170911_loek_1.0.pdf

2 Software

This section outlines the quality standards and processes for software development during the SOFA project.

2.1 Code

1. All code committed shall be committed alongside relevant testfiles.
2. All code relevant to a new feature, fix or any other change will be developed in a new branch.
3. Any branch that is to be merged into the master branch will be submitted in a pull request and reviewed by at least one person. Code reviews and any CI tool must also pass before merging.
4. All code shall be 100% tested at all time. If it is not, changes will not be accepted into the master branch.
5. Tests shall be useful, concise and descriptive. Don't test only one scenario, but every scenario.
6. All code shall be documented clearly, either by simple self documenting code or written documentation.

2.2 Commits

1. Commit messages will have a descriptive header describing the content of the commit.
2. A commit message's body could explain more about the change. Why something is changed, what it does etcetera.
3. Commits will remain small and relevant to only one change. If a commit changes more than one thing, it is too big!

3 Others

This section outlines standards for miscellaneous items to be standardized.

- Everyone shall track their Configuration Item in the CI table in `40configuration_management_configuration_item_table` folder on GitHub.

4 Appendix A Review Template

Date of Review
Document Title
Document Date
(Optional) Commit ID
Reviewer Name
Reviewer Comments