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| GENUS innovation limited |
| Measurement and Analysis Procedure |
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| **Genus** |

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| The purpose of Measurement and Analysis (MA) is to provide objective data on the actual progress of a project and communicate project and product status to support management’s ability to understand it. Measurement and Analysis also gives an objective insight into the Process’ Performance and demonstrates the Organisation’s trends. |

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# Overview

The purpose of Measurement and Analysis (MA) is to provide objective data on the actual progress of a project and communicate project and product status to support management’s ability to understand it. Measurement and Analysis also gives an objective insight into the Process’ Performance and demonstrates the Organisation’s trends.

# Objective

To give a quantitative insight to the organization’s objective in exceeding customer satisfaction in terms of Quality, Cost & On-time Delivery and providing a nurturing environment to the employees to flourish and grow.

The business objectives of Genus are:

1. Improve Quality of the Product
2. Optimization of Project Costs
3. Improve on-Time Delivery Performance
4. Provide nurturing environment to our employees to flourish and grow

# Scope

This procedure applies to all the development projects.

# Inputs

* Incident Management Data from GIL.ef[[1]](#footnote-1)
* Effort Estimates
* Actual efforts expended from the Timesheets
* Schedule Estimates of each milestone in the Project Plan
* Audit findings from Incident Management Data
* Business Objectives to Process Objectives Mapping Document
* Training Data

# Entry Criteria/Triggers

* Plan Approval
* Periodicity defined in Business Objectives to Process Objectives Mapping
* The practitioners have undergone QMS trainings with focus on performing their processes.

# Tasks

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| --- | --- | --- |
| **Sr. No** | **Task** | **Owner/Role** |
|  | **Prepare Measurement Plan** |  |
|  | Plan for measurement activities. Refer “Business Objectives to Process Objectives Mapping” document (MSTL\_BOTOPO), to identify measures in the project. | Project Manager |
|  | Specify Project specific targets, if any. | Project Manager |
|  | Specify selected measures in the “Measurement and Analysis Plan” section, in the Project Plan. | Project Manager |
|  | Identify and specify the required tools. | Project Manager |
|  | Review and approve the “Measurement Plan”. | Senior Management |
|  | **Measurement Definition, Data Collection and Data Analysis**. |  |
|  | **Project Level Measurements** |  |
|  | ***Measurement***  **Product Defect Density**  The purpose of this measurement is to reduce the number of defects in the product delivered to the customer.  ***Definition***  Product Defect Density is the number of functional defects detected in Review, Pre Validation Testing and Validation in the project’s lifecycle divided by the size of the project defined as proportional to the actual person hours expended in the project.  ***Input***   * Consolidate all Functional Defects from “Incident Management Data from GIL.ef” for the Project. * Consolidate the total number of person hours from the “Timesheet” for the project. * Ensure that the data quality checks built into the “GIL.ef” pass.   ***Base Measures***   * # of Functional defects detected in Review, Pre Validation Testing and Validation * Total Person hours expanded in the project   ***Tools***  “GIL.ef”  ***Data Analysis at Project Level***  Calculate  (Functional Defects detected in Review, Pre Validation Testing and Validation for the specified project) /(Total number of person hours for the project)  The Product Defect Density calculated above should be within the defined measurement goal in “Business Objective to Process Objective Mapping” document (MSTL\_BOTOPO).  This measurement can only be carried out at project closure. | Project Manager |
|  | ***Measurement***  **Project’s Process Defect Density**  The purpose of this measurement is to reduce the number of process defects in the project.  ***Definition***  Project’s Process Defect Density is the number of Non-conformances divided by the size of the product defined as proportional to the actual person hours expended in the project.  ***Input***   * Consolidate all Non-conformances from “Incident Management Data from GIL.ef” for the Project. * Consolidate the total number of person hours from the “Timesheet” for the project. * Ensure that the data quality checks built into the “GIL.ef” pass.   ***Base Measures***   * # of Functional NCs in the project * # of Non Functional NCs in the project * Total Person hours expanded in the project   ***Tools***  “GIL.ef”  ***Data Analysis at Project Level***  Calculate  (5 x Number of Functional NCs in the project + 1 x Number of Non Functional NCs) /(Total number of person hours for the project)  The Project’s Process Defect Density calculated above should be within the defined measurement goal in “Business Objective to Process Objective Mapping” document (MSTL\_BOTOPO).  This measurement can only be carried out at project closure. | Project Manager |
|  | ***Measurement***  **Schedule Variance**  The purpose of this measurement is to reduce Schedule Variance from the Project’s Planned Schedules for each milestone.  ***Definition***  Schedule Variance measures the difference between scheduled and achieved milestone durations for a project.  ***Input***   * “Projects Report” from GIL.ef * Ensure that the data quality checks built into the “GIL.ef” pass.   ***Base Measures***   * Planned milestone dates * Actual Milestone Dates   ***Tools***  “GIL.ef”  ***Data Analysis at Project Level***  The Schedule Variance calculated above should be less than the defined measurement goal in “Business Objective to Process Objective Mapping” document (MSTL\_BOTOPO).  This measurement is carried out at each milestone. At project closure, overall deviation from the schedule shall also be calculated. | Project Manager |
|  |  |  |
|  | ***Measurement***  **For any other identified measurements**  The purpose of this measurement is to quantitatively analyze and monitor a parameter that is considered critical for a specific project/ process.  ***Collect Data***   * Collect the data by suitable means, as defined in the project’s measurement plan.   ***Analyze Data***   * Consolidate the collected data. * Analyze the data by suitable means. * Plot a suitable graph to accurately represent the data. | Project Manager |
|  | **Project Metrics Report** |  |
|  | Prepare the Project Metrics Report on carrying out each measurement as defined above. The Metrics report is updated at each phase end. Use “Project Metrics Report Template” (TMPL\_MESRPT). Use snapshots of appropriate reports from GIL.ef for project metrics. | Project Manager |
|  | Get the metrics report reviewed by the PPQA member. | Project Manager |
|  | Review the report with respect to the data gathered and the conclusions arrived at. | PPQA Member |
|  | Take suitable corrective and preventive measures based on the metrics report for the project. Track the actions to closure using GIL.ef | Project Manager |
|  | Send the Metrics report to the PEG and relevant stakeholders at the end of each milestone. | Project Manager |
|  | **Organization Level Measurements** |  |
|  | ***Measurement***  **Line Rejection Percentage**  The purpose of this measurement is to reduce the number of defects in the products being manufactured..  ***Definition***  Line rejection percentage is the ratio of total line failures in a month and the total quantity produced in the month.  ***Input***   * Daily e-mails from Production-Quality with line failures and total quantity produced aggregated over the month.   ***Base Measures***   * Line rejection quantity. * Total quantity produced.   ***Tools***  “GIL.ef”  ***Data Analysis at Organizational Level***  Calculate  (Total line failures in the month) /( Total quantity produced in the month)  The Line rejection percentage calculated above should be within the defined measurement goal in “Business Objective to Process Objective Mapping” document (MSTL\_BOTOPO). | PEG |
|  | ***Measurement***  **Schedule Variance**  The purpose of this measurement is to reduce Schedule Variance from the Project’s Planned duration (Project Start to Project Closure). This takes only closed project in consideration.  ***Definition***  Schedule Variance measures the difference between scheduled and achieved duration for a project.  ***Input***   * “Projects Report” from GIL.ef   ***Base Measures***   * Planned Project Duration * Actual Project Duration   ***Tools***  “GIL.ef”  ***Data Analysis at Organizational Level***   * Collect the Schedule Variance of all the Projects executed during the measurement period. The Schedule Variance of a project is   100 x ((Actual Project Duration - Planned Project Duration)/ Planned Project Duration)   * Plot the Schedule Variance against each project with the Project codes on X axis. * Plot the Upper Specification Limit and Lower Specification Limit as defined in “Business Objective to Process Objective Mapping” document (MSTL\_BOTOPO). | PEG |
|  | **Metrics Baseline Report** |  |
|  | The Metrics Baseline Report is prepared every Quarter or when sufficient number of closed projects is available. Consolidate all organizational level measurements. Place the Metrics report in the organization’s measurement repository. Archive the base measures used to derive the Metrics baseline report in the measurement repository. | PEG |
|  | Derive the measurements’ statistical conclusions. | PEG |
|  | Arrive at possible corrective and preventive actions. | PEG |
|  | Revise the goals if necessary. | PEG |
|  | Report these measurements to the Senior Management. | PEG |

\* Improvements/Suggestions are solicited on “Process Improvement Proposals Database”.  
\*For details on the Roles and Responsibilities of the practitioners, Refer "Roles and Responsibility" document in the QMS.

# Verification

* Review of Measurement Plan by PPQA Member
* Review of Organizational Level Measurement and Analysis Data by PEG
* Review of Project Level Measurement and Analysis Data by PPQA Group Member
* Review of the process and its work products by PPQA members.
* Review of the process and its work products by Senior Management.

# Guidelines

Refer "Configuration Management and Release Procedure" (PRCD\_CONFIG) for Access Rights, location of work products, naming convention and types of controls.

# Applicable Measurements

NA

# Exit Criteria/Outputs

* Measurement Data Reports
* Approved Measurement and Analysis Plan
* Revised Organizational Goals

1. https://gil.einframe.com [↑](#footnote-ref-1)