***Adaptable Process ModelDocument Templates:***

***SQA Plan***

***SOFTWARE QUALITY ASSURANCE (SQA) PLAN***

**1.0 Introduction**

This section provides an overview of the SQA Plan.

**1.1 Scope and intent of SQA activities**A description of the overall SQA focus includingobjectives, organizational responsibilities.  
**1.2 SQA organizational role**Description of where the SQA group sits organizationally (including reporting structure and the manner in which SQA will interact with software engineering teams

**2.0 SQA Tasks**

This section details all important SQA tasks and assigns responsibility for each. Note that many SQA tasks are performed by software team members. Others may be performed by SQA specialists.

* **2.1 Task Overview**An overview of each task.

**2.1.1 Description of SQA task *m***Task is described and responsibility is allocated. Section 2.1.1 is repeated for each of m tasks.  
**2.1.2 Work products and documentation**SQA work product and documentation produced as a consequence of task m is described.  
**2.2 Standards, Practices and Conventions (SPC)**SPC that will be used to govern software engineering work are described here.  
**2.3 SQA Resources**People, hardware, software, tools, and other resources required to perform SQA tasks are noted here.

**3.0 Reviews and Audits**

This section discusses major project reviews conducted by SQA staff and software team members

* **3.1 Generic Review Guidelines**A set of guidelines for all formal technical reviews (FTR's) is presented in this section.

**3.1.1 Conducting a Review**General guidelines for conducting a review.  
**3.1.2 Roles and Responsibilities**The roles people play during a FTR and the responsibilities of each player.  
**3.1.3 Review work products**Documents, forms, lists produced as a consequence of the FTR.  
**3.2 Formal Technical Reviews**A description of the specific character and intent of each major FTR conducted during the software process.  
 **3.2.n Description of review *n***The sections that follow are included for each Section 3.2.n   
**3.2.n.1 Description and focus of the review** **3.2.n.2 Timing of the review** **3.2.n.3 Description and focus of the review** **3.2.n.4 Work products produced** **3.2.n.5 Review and checklist**The sections that follow represent typical reviews conducted as part of a software engineering project and are included as part of Section 3.2.n  
 **3.2.1 System specification review** **3.2.2 Software project plan review** **3.2.3 RMMM review** **3.2.4 Requirements reviews (models, specification)  
 3.2.5 Data design review  
 3.2.6 Architectural design review  
 3.2.7 Interface (GUI) design review  
 3.2.8 Component design review(s)  
 3.2.9 Code Reviews  
 3.2.10 Test specification review  
 3.2.11 Change control reviews and audits**

**3.3 SQA Audits**

A description of audits performed by the SQA group with the intent of assessing how well SQA and software engineering activities are being conducted on a project.

**4.0 Problem Reporting and Corrective Action/Follow-up**

This section describes problem reporting mechanisms that occur as a consequence of the FTR's that are conducted and the means for corrective action and follow-up.

**4.1 Reporting mechanisms**Describes how and to whom problems are reported  
**4.2 Responsibilities**Describes who has responsibility for corrective actions and follow-up.  
**4.3 Data collection and evaluation**Describes the manner in which error/defect data are collected and stored for future or real-time evaluation.  
**4.4 Statistical SQA**Describes the quantitative techniques that will be applied to error/defect data in an effort to discern trends and improvement.

**5.0 Software Process Improvement Activities**

The SQA group (and others) is often chartered with responsibility for software process improvement (SPI). This section describes the work associated with SPI.

**5.1 Goal and objectives of SPI**The goal and objectives of SPI are defined.  
**5.2 SPI tasks and responsibilities**Specific to the SQA group

**6.0 Software Configuration Management Overview**

A brief overview of the content of the SCM Plan is presented here. Alternatively, the SCM plan is referenced.

**7.0 SQA Tools, Techniques, Methods**

Specialized tools, techniques and methods to be used by the SQA group are described here.

**8.0 Appendix**

Supplementary information is provided here.