PROCESS AUDIT REPORT

TRACKING IDENTIFIER: \_\_\_\_\_\_\_1\_\_\_\_\_

LEAD AUDITOR: \_\_\_\_\_\_\_Mauricio Salinas Ortiz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF REPORT: \_\_\_\_19/10/16\_\_\_\_\_\_\_\_\_

AUDIT TEAM: \_\_\_\_\_SQA TEAM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_ Registro web de visitas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF AUDIT: \_\_\_\_\_\_19/10/16\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROCESS/PROCEDURE AUDITED: \_\_\_\_\_\_\_\_\_\_\_IEEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUDIT CHECKLIST USED: (Attach)\_\_\_SYSTEM REQUIREMENTS ANALYSIS PROCESS AUDIT CHECKLIST

AUDIT FINDINGS: (Check one.)

\_\_X\_\_\_ Process/Procedure Acceptable

\_\_\_\_\_ Process/Procedure Conditionally Acceptable

(Subject to satisfactory completion of action items listed below)

Conditions noted:

\_\_\_\_\_ Process/Procedure Unacceptable

(Subject to satisfactory completion of action items listed below)

Conditions noted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTION ITEM (AI):

AI # TITLE ASSIGNED TO: DUE DATE: COMP DATE:\_\_\_

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CORRECTIVE ACTION:

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DISPOSITION: **APPROVE** CANCEL DEFER

Project Manager: Tomás Mora DATE: 19/10/16

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AI CLOSURE:

SQA Sign-off: DATE:

(FILE COMPLETED FORM IN SQA EVALUATION RECORD.

SYSTEM REQUIREMENTS ANALYSIS PROCESS AUDIT CHECKLIST

Project: Registro web de visitas

Date: 19/10/16

Prepared by: Mauricio Salinas Ortiz

Procedures:

\_\_X\_\_ The correct participants are involved in the systems requirements analysis process to identify all user

needs.

\_\_X\_\_\_ Requirements are reviewed to determine if they are feasible to implement, clearly stated, and

consistent.

\_\_X\_\_ Changes to allocated requirements, work products, and activities are identified, reviewed, and tracked

to closure.

\_\_X\_\_ Project personnel involved in the system requirements analysis process are trained in the necessary

procedures and standards applicable to their area of responsibility to do the job correctly.

\_\_X\_\_ The commitments resulting from allocated requirements are negotiated and agreed upon by the

affected groups.

\_\_X\_\_ The commitments are documented, reviewed, accepted, approved and communicated.

\_\_X\_\_ Allocated requirements identified as having potential problems are reviewed with the group

responsible for analyzing system requirements and documents, and necessary changes are made.

\_\_X\_\_ The prescribed processes for defining, documenting, and allocating requirements are followed and

documented.

\_\_\_\_\_ A CM process is in place to control and manage the baseline.

\_\_X\_\_ Requirements are documented, managed, controlled, and traced (preferably via a matrix).

\_\_X\_\_ The agreed upon requirements are addressed in the SDP

PROCESS AUDIT REPORT

TRACKING IDENTIFIER: \_\_\_\_\_\_\_2\_\_\_\_\_

LEAD AUDITOR: \_\_\_\_\_\_\_Mauricio Salinas Ortiz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF REPORT: \_\_\_\_19/10/16\_\_\_\_\_\_\_\_\_

AUDIT TEAM: \_\_\_\_\_SQA TEAM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_Añadir Imagenes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF AUDIT: \_\_\_\_\_\_19/10/16\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROCESS/PROCEDURE AUDITED: \_\_\_\_\_\_\_\_\_\_\_IEEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUDIT CHECKLIST USED: (Attach)\_\_\_ SOFTWARE REQUIREMENTS ANALYSIS PROCESS AUDIT CHECKLIST

AUDIT FINDINGS: (Check one.)

\_\_X\_\_\_ Process/Procedure Acceptable

\_\_\_\_\_ Process/Procedure Conditionally Acceptable

(Subject to satisfactory completion of action items listed below)

Conditions noted:

\_\_\_\_\_ Process/Procedure Unacceptable

(Subject to satisfactory completion of action items listed below)

Conditions noted:

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ACTION ITEM (AI):

AI # TITLE ASSIGNED TO: DUE DATE: COMP DATE:\_\_\_

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CORRECTIVE ACTION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISPOSITION: **APPROVE** CANCEL DEFER

Project Manager: Tomás Mora DATE: 19/10/16

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AI CLOSURE:

SQA Sign-off: DATE:

(FILE COMPLETED FORM IN SQA EVALUATION RECORD.

SOFTWARE REQUIREMENTS ANALYSIS PROCESS AUDIT CHECKLIST

Project: Añadir Imagenes

Date: 19/10/16

Prepared by: Mauricio Salinas Ortiz

Procedures: IEEE

Part 1. Software Requirements

\_\_X\_ Software requirements are documented in a Software Requirements Specification (SRS) or other

approved format and are included in a traceabliity matrix. (**In Github**)

\_\_\_\_ The SRS is maintained under configuration management.

\_\_\_\_ The SRS changes undergo a peer review before they are incorporated into the requirements baseline.

\_\_\_\_ Ensure that the peer review validates testability of requirements and that appropriate metrics are

established to validate measurable performance requirements.

\_\_X\_\_ Software development plans, work products, and activities are changed to be consistent with changes

to the software requirements.

\_\_\_\_ Software requirements analysis techniques are consistent with the SDP.

\_\_\_\_ Automated tools acquired to manage software requirements trouble reports and change requests are

correctly used.

\_\_X\_ Software engineering group is trained to perform requirements management activities.

\_\_X\_\_ Measurements are made and used to determine the status of requirements management.

Part 2. Interface Requirements

\_\_X\_ Interface requirements are documented in an Interface Requirements Specification (IRS) or other

approved format. (**In Github**)

\_\_X\_ The IRS is maintained under configuration management.

\_\_\_\_ The IRS changes undergo peer review before they are incorporated into the requirements baseline.

\_\_X\_ Software development plans, work products, and activities are changed to be consistent with changes

to the interface requirements.

\_\_\_\_ Automated tools are used to manage interface requirements trouble reports and change requests.

\_\_X\_ Software engineering group is trained to perform requirements management activities