SysQ (System Quality) Audit Check List

Pre-requisite

1. Sysq must be presented by Offshore Team's Component owner to Engg. Team's Component Owner.
2. Component Owner from Engg. team must be notified prior to the Audit and Share the calendar invite based on the availability.
3. Every Component must be covered once in a Quarter.
4. Any task is concluded in during the SysQ audit must be added as an action item.
5. All previous sysq's AI must be closed while presented in the quarter.
6. All Previous AI should be discussed in the Sysq.
7. All Changes being implemented in last quarter must be discussed.

Highlights of Sysq Report

1. Document what we know (version 1)
2. Work with Component owners/SMEs, document what we have - a comprehensive documentation (version 1.1)
   a. Identify scope of improvement w.r.t to technology/robustness/process/troubleshooting etc (version 1.2)
   b. Review incidents from the previous quarter, identify improvements needed to avoid such incidents in future (version 1.3)
   c. Review/brainstorm the areas of improvements with the larger forum like engineering/QA/Ops (version 1.4)
   d. Incorporate review comments/translate new requirements to user stories (version 1.5)
   e. Review with SMEs and get documents attested by them (Final version)
   f. Revisit in next quarter, enhance with new changes/improvements (continuous process)