**Assessment 1**

**My group consists of the following members:**

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| - Nathan Bransby – v141198  - Douglas Fergusson – j233195 |

**Task-1 Project Introduction and Overview**

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| Task : Provide a brief yet comprehensive introduction to the assigned project. Include the project title, background context, purpose, functional and non-functional requirements, and objectives. This task evaluates your grasp of the project's context, goals, and requirements, as well as your communication skills in conveying essential project details effectively.  Guidelines: Keep the introduction concise while ensuring all key aspects of the project are covered, offering a clear understanding to the reader.  ***Element: 1.4 Determine specification from which website was developed.*** |

**Task-2 Compliance Standards Identification (Research Component): (150-200 Words )**

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| **Task-2 Compliance Standards Identification (Research Component): (150-200 Words ))**  Task: Research and compile a list of relevant regulatory, accessibility, industry, and organizational compliance standards for the project.  Guidelines: Conduct thorough research to identify compliance standards applicable to the project domain. Include regulatory requirements, accessibility guidelines, industry best practices, and any specific organizational standards.  ***Element : 1.1 Identify applicable regulatory, accessibility, industry, and organizational compliance standards for websites.*** |

**Task-3 Performance Standards Development (Planning Component): (150-200 Word )**

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| **Task-3 Performance Standards Development (Planning Component): (150-200 Words )**  Task: Translate identified compliance standards into specific measurable performance criteria.  Guidelines: Develop measurable performance standards aligned with compliance requirements. Define criteria such as response times, accessibility scores, and user engagement metrics to ensure the project meets performance objectives.  ***Element: 1.2 Develop and quantify measurable performance standards from those standards.*** |

**Task-4 Quality Assurance Methodology Design (Strategic Component): (150-200 Words )**

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| Task: Design a quality assurance methodology outlining processes for compliance.  Guidelines: Design a comprehensive QA methodology including testing processes, review procedures, and compliance checks. Outline processes for identifying, addressing, and documenting issues to ensure compliance throughout the project lifecycle.  ***Element : 1.3 Establish centralised, distributed or combined quality assurance methodology.*** |

**Task-5 Specification Analysis (Analytical Component): (150-200 Words )**

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| Task: Analyze project specifications to understand requirements and constraints.  Guidelines: Conduct a detailed analysis of project specifications provided by stakeholders. Identify project requirements, functionalities, target audience, and technical specifications to inform the QA plan.  ***Element : 1.4 Determine specification from which website was developed.*** |

**Task-6 Content Management Guidelines Development (Procedural Component): (150-200 Words )**

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| Task: Develop guidelines for managing project content.  Guidelines: Develop comprehensive guidelines for content management, including creation, review, and update processes. Ensure consistency, accuracy, and alignment with project objectives and compliance standards.  ***Element: 1.5 Establish guidelines for controlling, updating and loading new content onto the website.*** |

**Task-7 Documentation Creation (Documentation Component): (150-200 Words )**

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| Task: Create comprehensive documentation outlining quality assurance procedures.  Guidelines: Create detailed documentation outlining QA procedures, testing protocols, and quality standards. Ensure documentation adheres to organizational standards and provides clear guidance for project implementation.  ***Element: 1.6 Document established quality assurance procedures and processes according to organizational procedures***. |

**Task-8 Stakeholder Confirmation and Distribution (Communication Component): (150-200 Words )**

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| Task: Present established standards, guidelines, and QA methodology to stakeholders.  Guidelines: Schedule meetings with stakeholders to present established standards, guidelines, and QA methodology. Seek confirmation and feedback to ensure alignment with project objectives. Distribute documentation to stakeholders for reference and implementation.  ***Element: 1.7 Confirm standards, guidelines and quality assurance methodology with required personnel and distribute documents as required.*** |

**Assessment Instrument:**

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| **Task** | **Description** | **Completion** |
| Task-1: Project Introduction and Overview | Provide a brief yet comprehensive introduction to the assigned project. Include the project title, background context, purpose, functional and non-functional requirements, and objectives. |  |
| Task-2: Compliance Standards Identification (Research Component) | Research and compile a list of relevant regulatory, accessibility, industry, and organizational compliance standards for the project. |  |
| Task-3: Performance Standards Development (Planning Component) | Translate identified compliance standards into specific measurable performance criteria. Develop measurable performance standards aligned with compliance requirements. |  |
| Task-4: Quality Assurance Methodology Design (Strategic Component) | Design a quality assurance methodology outlining processes for compliance. Outline processes for identifying, addressing, and documenting issues to ensure compliance throughout the project lifecycle. |  |
| Task-5: Specification Analysis (Analytical Component) | Analyze project specifications to understand requirements and constraints. Identify project requirements, functionalities, target audience, and technical specifications. |  |
| Task-6: Content Management Guidelines Development (Procedural Component) | Develop guidelines for managing project content. Ensure consistency, accuracy, and alignment with project objectives and compliance standards. |  |
| Task-7: Documentation Creation (Documentation Component) | Create comprehensive documentation outlining quality assurance procedures. Ensure documentation adheres to organizational standards and provides clear guidance for project implementation. |  |
| Task-8: Stakeholder Confirmation and Distribution (Communication Component) | Present established standards, guidelines, and QA methodology to stakeholders. Seek confirmation and feedback to ensure alignment with project objectives. Distribute documentation to stakeholders for reference and implementation. |  |