**QUALITY ASSURANCE AND COMPLIANCE CHECKLIST**

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**Project 4 - E-commerce System for Marginalized Communities**

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The purpose of this document is provides quality assurance and compliance checklists for the project.

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Revision History

|  |  |  |
| --- | --- | --- |
| **Version No & Date.** | **Description** | **Author** |
| Version 0 (8 May 2013) | Draft | Ntsane Kolisang |
| Version 1 (10 May 2013) | Updated Check Lists | Ntsane Kolisang |

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1. **INTRODUCTION**

This Quality Assurance Plan relates to the Sell My Craft Project. The object of the Quality assurance plan is to ensure that the requirements are satisfied and conform to the project detail specifications and associated plans.

1. **SCOPE**

This plan specifies the quality requirements and procedures that will be followed during the analysis, design and development of the mobile application.

1. **QUALITY MANAGEMENT RESPONSIBILITIES**

To plan, monitor and report on all quality aspects of the project, to act as the focal point for administrative controls as well as to ensure that the technical and operating standards defined for the system are used to good effect.

* Prepare the quality plan.
* Implementation of the quality plan.
* Ensure that all technical standards and control methods are used correctly.
* Contribute to all design reviews from a quality viewpoint.
* Perform audits and generate audit reports as required.
* Witness all preliminary and final acceptance tests.
* Provide guidance on technical standards to the software engineers/developers.

1. **QUALITY MANAGEMENT SYSTEM**

The quality management system for this project will be as defined in this document.

1. **PROJECT REVIEW**

The project review process and co-coordinating activities will be minuted and actioned at the normal meetings. This will include the submission of all change order request. The quality assurance representative will vet all change order requests.

1. **FUNCTIONAL Tests**

Functional tests will be conducted as per the project schedule to ensure the integrity of the design including the as built data and configuration functional audits will also be performed to verify that the functional parameters are met as defined in the various specifications and test procedures.

These audits shall be conducted to ensure conformance to system requirements. All observations and or measurements will be recorded and reported on at the scheduled meetings.

1. **CORRECTIVE ACTION**

All failure data non-compliance recorded and reported, during the project, will be analysed and investigated for adverse trends. All reports will be tabled at the project meetings for immediate action.

1. **QUALITY RECORDS**

Quality records will be maintained for conformance to the specified requirements and the effective operation of the quality system.

The following will constitute quality records:

* Project documentation.
* Certificates of conformance.
* Test procedures and results.

1. **COMMISSIONING**

On completion of the application development, the software will be tested in accordance with all test and acceptance procedures. All results and non-conformances will be recorded. On successful completion of the testing the application will be certified by certificates of conformance stating fitness for use.

All parties concerned will agree upon any observations recorded. The necessary corrective action to clear any observations/faults will be tabled at the project progress meetings.

1. **TRAINING AND CERTIFICATION**

Training and certification of key personnel will be conducted in accordance with the training requirements as specified in the training curricula.

Training and Certification will address the following:

* Training and Certification process.
* Training evaluation.

1. **CHECK LISTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Item # | Requirement | Compliance  ( Y/N) | Reviewer Comments |
| 1. SCHEDULE OF TASKS AND RESPONSIBILITIES | |  |  |
| 1.1  1.2  1.3  1.4  1.5  1.6  1.7  1.8  1.9  1.10  1.11  1.12  1.13 | 1. Identify Standards and Guidelines 2. Evaluate Software Tools 3. Evaluate Facilities 4. Evaluate Project Planning, Tracking, and Oversight Processes 5. Evaluate Requirements Analysis Process 6. Evaluate Design Process 7. Evaluate Code and Unit Testing Process 8. Evaluate Integration Testing Process 9. Evaluate Acceptance Testing Process 10. Evaluate Release Process 11. Evaluate the Corrective Action Process 12. Evaluate Software Development Library Control Process 13. Evaluate Risk Management Process | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Checked and all have been completed. |
|  |  | Y |  |
| 1. SYSTEM DOCUMENTATION | |  |  |
|  | * + 1. **Initiation Phase** * Team Contract * Styles Document Definition * Project Charter | Y  Y  Y | Checked and submitted. |
|  | * + 1. **Planning Phase** * Project Management Plan * Work Breakdown Structure * Milestone List * Project Schedule – Gantt Chart * Communication Plan * Quality Assurance and Compliance Checklist * Risk Management Plan | Y  Y  Y  Y  Y  Y  Y | Checked and submitted. |
|  | * + 1. **Analysis, Design & Development** * System Requirement Specification * System Design Specification * Change Requests * Help Document * User Manual * Training Manual * Minutes * Updated Project Plan * Functional Testing | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Checked and submitted. |
|  | * + 1. **Testing Phase** * Paper Prototype Testing * Usability Testing * Application Functionality Testing * Network connectivity Testing | Y  Y  Y  Y | Checked and submitted. |
|  |  |  |  |
| 1. REVIEWS | |  |  |
|  | * + 1. **Iteration 1 Stakeholder Presentation** | Y |  |
|  | * + 1. **Iteration 2 Stakeholder Presentation** | Y |  |
|  | * + 1. **Iteration 3 Stakeholder Presentation** | Y |  |
|  | * + 1. **ITS –Africa Project Reviews** | Y |  |
|  |  |  |  |
| 1. TESTING | |  |  |
|  | * + 1. **Emulator Testing** | Y |  |
|  | * + 1. **Application on Device Testing** | Y |  |
|  |  |  |  |

1. **SYSTEMS REQUIREMENT SPECIFICATION DOCUMENT COMPIANCE**

* The goals of the project have been achieved.
* The content of the document is coherent and of a high standard.
* Use of language is simple and well-crafted to suit to its different stakeholders.
* Expectations and of all stakeholders have been met.
* Content is non-offensive and truthfully represents the client.
* Scope of project is clearly defined.
* Required use cases for the iteration have been met
* Ensure that context diagram clearly depicts what the application is meant to do.
* Ensure that the context diagram matches the narrative descriptions.
* All diagrams are clear and comprehensible.
* Testing activities have been clearly tabulated and identified.
* Formatting and presentation complies to Requirements Document.

1. **SYSTEMS DESIGN SPECIFICATION DOCUMENT COMPLIANCE**

* The goals of the project have been met.
* Content is non-offensive and truthfully represents the client.
* Use of language is simple and well-adapted to suit its different stakeholders.
* Expectations of all stakeholders have been met.
* Required use cases for the iteration have been met.
* HCI considerations can been applied in designing the screens.
* User interface designs are clear and follow appropriate standards.
* The flow represented within storyboards is clear and intuitive.
* Data integrity has been maintained.
* Ensure that there is consistency between Design Class Diagram and the Class Diagram established in Analysis.
* Testing activities have been clearly tabulated and identified.
* Formatting and presentation complies with Requirements Document.

1. **IMPLEMENTATION**

* The goals of the project have been met.
* Implementation is aligned with what documentation has prescribed.
* HCI considerations have been taken into account.
* Careful consideration has been taken to accommodate novice users.
* Testing activities have been clearly tabulated and conducted.

1. **MOBILE APPLICATION TESTING CHECKLIST**

* Cognition Support
* Information Support
* Ease of Navigation between Screens
* Cosmetic Issues – HCI : Clean and Clear Look and Feel
* Android Application tested using the emulator
* Functionality Testing
* Performance Testing : Application load time and picture storage
* Data Testing : Robustness of the Application
* Network Testing
* Application side Effects Tested

|  |  |  |
| --- | --- | --- |
| ***Designated Reviewers:*** | ***Start Date:*** | ***Completed Date:*** |
| 1: Tsungai Makoni | 27 October 2013 | 27 October 2013 |
| *Summary and Comments of the Reviewer for 12-15:*  All documents have been proof read and identified mistake corrected. The other group members have also reviewed the documents and again any mistakes have been rectified. The quality of the documents is excellent. | | |