Process Descriptions

Process descriptions are an integral part of this project. Each process must be followed to ensure that all pieces of the program are being created at the same level of quality. This also helps us manage all requests and changes to the program.

One of the most important processes will be the change request process. Change requests must be submitted on the proper, formal change request form and submitted to the team for review. Every change request must be properly reviewed by the team before moving forward or throwing the request out. If the change request is accepted, it will be ranked by priority. High priority change requests will be taken care of as soon as possible, and pushed out in an immediate update. This includes issues such as security flaws. Medium and low priority change requests will go out in the next scheduled update, and will include issues such as coding errors, spelling errors, and customer suggestions. Bad change requests such as employment requests and spam will be immediately rejected and not included in the updates. When change requests are accepted, they must be documented in the change management log by a member of the review team.

Version release processes will also be important in this project. After version release, the cycle will begin with issue reporting and collection of requests for changes or new features that will be documented as stated in the change request process. The team will sort accepted requests, and begin the planning and design stage. Written user stories will be written and compiled, and then assigned to the development team. Using the stories, the team will build the software. After, the team will use review documents to go through the code for errors and refractoring. At this stage, the new software will be run against the tests written from the software requirements. If this is successful, the new version will be pushed out in a release. Support will be in place to help the public with the new update, and the cycle will continue again with the collection of issues and change requests.