| **Project Process** | **Process Quality Standards/ Stakeholder Expectations** | **Quality Assurance Activity** | **Frequency/Interval** | **Who is Responsible** | **Date of Acceptance** |
| --- | --- | --- | --- | --- | --- |
| Write a project proposal | The project owner has done a thorough research to prepare for the project initiation | Send the project proposal for assessment by the Course Tutor | At regular intervals during the Planning Phase and a final review at the conclusion of the Planning stage | Project owner |  |
| Create interview questions and take notes during the interview | Information gathering stage; Developers have come up with thorough questions that clarify clients' requirements and do not need further clarification via more clarification | Team members collaboratively creating the questionnaire, taking notes during the interview and combining them after the interview | Before the date of the initial interview; during the interview; after the interview | Team members of the Tech Colab project |  |
| Analysing the interview outcomes and writing a contact report | The team members have captured all the necessary information from the interview and the summary is complete and thorough | A team member sending the report to the clients and asking if the summary/requirements are correct or they need editing | After the interview | One of the team members of the Tech Colab project |  |
| Creating a project plan/timeline | The timeline is regularly updated with accurate information | Submitting the timeline for assessment by the academic course leader | After the Planning phase is completed and by the end of the project | Project owner |  |
| Risk analysis and management | Risks are regularly assessed and updated throughout the project | Submitting the risk management tool for assessment by the academic course leader | After the Planning phase is completed and by the end of the project | Project owner |  |
| Carrying out Functional Testing | Functional testing of prototypes/product in development is carried out after each iteration and before the usability testing | Keeping track of all testing records; submitting it for assessment by the academic course leader | During Design and Development Phases; at the end of project | Project owner |  |
| Carrying out Usability Testing | Usability testing of prototypes/product in development is carried out after each iteration; insights from the usability testing is used for making the product better | Keeping track of all testing records; submitting it for assessment by the academic course leader | During Design and Development Phases; at the end of project | Project owner |  |
| Review the Product design | Design specification. Product design satisfied the client's needs and made suggestions are considered | Getting feedback from client on product design | After each Design and Development Iteration | Project owner |  |