| **Project Process (Deliverable)** | **Process Quality Standards/ Stakeholder Expectations** | **Quality Assurance Activity** | **Frequency/Interval** | **Who is Responsible** | **Date of Acceptance** |
| --- | --- | --- | --- | --- | --- |
| Create a project proposal. | A thorough collection and processing of all the necessary data for a high-quality and correct start of the project was carried out. | Evaluation each version of a project by Course Tutor. | Proposal work will be carried out regularly during the planning phase and revised at the end of the phase for final processing. | Project owner | TBA |
| Create interview questions, do interview record it and take notes during the interview. | Information gathering stage; Team have come up with proper questions that clarify clients' requirements and project itself. | questions are created in a team, all devices for recording are turned on, records are created in real time, data are summarized at the end. | Before the date of the initial interview; during the interview; after the interview | Class team, project owner | TBA |
| Analysing the interview, summarising into sense. | Transcription of audio recordings, full analysis of interviews/recordings/audio recordings. Certification that there are no gaps for the project proposal. | Comparison of the analysis and project scope with other participants of the interview, confirmation by the client of the project plan and goals. | After the interview | Project owner | TBA |
| Creating a project plan/timeline | The timeline is regularly updated with accurate information | Evaluation of the plan and timeline will be carried out by the tutor, an important factor is not to go beyond the "budget - 150 hours". | Created during the planning phase, updated and filled in throughout the project. | Project owner | TBA |
| Risk analysis and management | Risks are regularly assessed and updated during the project | Submitting the risk management tool for assessment by tutor | At least 3 times. Initial, median, towards the end. | Project owner | TBA |
| Carrying out Functional Testing | Functional testing of low/med/high-fi prototypes product will be carried out after each iteration and **before** the usability testing | Documentation of all testing, submission for evaluation to the tutor. | During Design and Development Phases; 3 times at least | Project owner | TBA |
| Carrying out Usability Testing | Usability testing of low/med/high-fi prototypes product will be carried out after each iteration. Results from the usability testing is used for improving product. | Documentation of all testing, submission for evaluation to the tutor. | During Design and Development Phases; 3 times at least | Project owner, potential users | TBA |
| Review the Product design | Design specification. Product design satisfied the client's needs and made suggestions are considered | Getting feedback from client and users on product design | After each Iteration | Project owner, Lecturer, class, client | TBA |