Organization Process Assets

Version No: 1.0

**Revision History**

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# Purpose

* To describe the process for populating, maintaining and using the assets database (Process and Product assets).
* Track the effectiveness of use of the assets database.
* Improve on the QMS with best-in-class assets.

# Scope

This process is applicable to the projects managed and controlled at Tanvi IT Solutions Inc.

# Definitions and Acronyms

|  |  |
| --- | --- |
| PM | Project Manager |
| SEPG | Software Engineering Process Group |
| SQA | Software Quality Analyst |
| PMP | Project Management Plan |
| QMP | Quality Management Plan |
| CMP | Configuration Management Plan |
| CAR | Causal Analysis and Resolution |

# Entry Criteria

## Trigger

NA

## Inputs

New Assets

New Organizational Assets

# Responsibility

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| SEPG Lead | To Establish, Control the software process database |
| SQA | Asset Review |
| PM | Identify the project specific assets |

# Process Flow

NA

# Process Details

Organization process assets includes:

* Organization's Quality Management System.
* Organization's standard software processes.
* Organization's Process Database, which is a repository of process performance data from projects. The Organization's Process Database contains data from the Project's software work products, Software Processes, Guidelines and Templates.
* A library of process artifacts (Product Repository) wherein process assets such as samples of the Plans or Software Work Products, Best Practices, Lessons Learnt and other documents that could be reused by future projects are collected.

## Organization Process Database

Process Database is the repository used to collect and provide data on the software processes and resulting software work products.

* SEPG shall ensure that the software process database is established and maintained regularly.
* The data entered into this database shall be reviewed by SEPG/ SQA to ensure the integrity of the database contents.
* SEPG shall configure and control this database.

SEPG controls the access permission to this database. SEPG lead and Co Ordinator has Read and Write Permissions. All the employees of Company Name will have read permission.

## Identification of Process/Product Assets in the Project

Project Manager/ SQA identify the project specific assets on an on-going basis during the project tenure that can be referred to /reused by other projects.

Projects are mandated to submit the following documents to the Process and Product Databases for sharing with rest of Tanvi IT project teams.

The best-in-class assets from the projects form a part of the process/product database view. The Frequency of creation is as mentioned below:

|  |  |
| --- | --- |
| Process Assets | Frequency of creation |
| Best Effort, Size and Defect Estimation documents (Metrics Analysis Reports) | First time creation and whenever undergoes any modification |
| Best PMPs | First time creation and whenever undergoes any modification |
| Best CMPs | First time creation and whenever undergoes any modification |
| Best QMPs | First time creation and whenever undergoes any modification |
| Best SQA Plans | First time creation and whenever undergoes any modification |
| Best Risk Trackers | First time creation and whenever undergoes any modification |
| Best Metrics Reports | Monthly |
| Best Causal Analysis Reports | Monthly |
| Best Project Status Reports | Monthly |
| Process Best Practices | (CAR meetings, Phase Ends, Closure, etc.) |
| Process Lessons Learnt | (CAR meetings, Phase Ends, Closure, etc.) |

|  |  |
| --- | --- |
| Product Assets | Frequency of creation |
| Best SRS Documents | Signed-off formally, and updated into database upon creation |
| Best Design Documents | Signed-off formally, and updated into database upon creation |
| Coding Standards | Signed-off formally, and updated into database upon creation |
| Best Test Plans | Signed-off formally, and updated into database upon creation |
| Technical Lessons Learnt | Whenever new lessons are learnt and at project closure |
| Technical Best Practices | Whenever new practices are implemented and at project closure |
| Tools used | Monthly |
| Re-usable Components  (Link to be provided to zipped files | Monthly |

|  |  |
| --- | --- |
| Product Assets | Frequency of Analysis |
| Risk Analysis Report | Quarterly |
| Metrics analysis report | Quarterly |
| Issue analysis report | Quarterly |

## Asset Undergoes Review by SQA

Project Manager sends the asset to the project SQA who reviews it. If the SQA finds any lacking areas during the review, he gets the review comments closed in coordination with the Project Manager.

If it is a good asset for reuse and can be relevant for other projects of similar type, the SQA forwards it to the SEPG appointed person for considering it for the Best-in-class category.

## Asset Undergoes Review by SEPG

The SEPG appointed person evaluates the artifact for relevance, reuse and whether it adds value to the process assets, also considering the factors like:

* Duplication - The same does not already existing in the database.
* Accuracy
* Clarity
* Proven Effectiveness in the project

If SEPG finds the asset suitable, it marks the asset as Best-in-class, the asset becomes part of the process/product database, and the same is notified to all. If it's not found to be Best-in-class in its category, then it is updated into the project database, and the same is conveyed to SQA/PM.

## Purging Redundant Documents

Every six months, the SEPG Lead will appoint a person to evaluate the project/process/product database for purging redundant assets. The person will submit a report with recommendations for deleting items which are no longer in use or redundant. The SEPG Lead will use the report to assess the impact of deletion and delete the identified items.

# Exit Criteria

* + Modified/ Updated Database
  + Purged Database

# References:

|  |
| --- |
| **Process** |
| **Project Planning** |
| **Project Monitoring and Control** |
| Metrics |
| Causal Analysis and Resolution |
| Improvement Process |
| Software Quality Assurance |