SQA Guidelines

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**Revision History**

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| Version (x.y) | Date of Revision | Description of Change | Reason for Change | Affected Sections | Approved By |
| 1.0 | 10/10/18 | Baseline version |  |  | Nagoor Inaganti |
| 1.1 | 05/05/19 | Tailoring project objectives | Updated Strategy | SQA Strategy | Nagoor Inaganti |

**Approval History**

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# Purpose

The purpose of this document is to serve as a guideline for the SQA activities during the lifecycle of a project. The document addresses criteria for selecting SQA samples during reviews.

# Scope

The Guidelines are applicable to projects managed and controlled at Tanvi IT Solutions Inc.

# Procedure for Selecting Samples for SQA Reviews

Samples for SQA review should consider the following factors:

1. Size of the work product being reviewed.
2. Complexity of the work product being reviewed.
3. Coverage of project requirements.
4. Resources who have created the work products and their skill levels.
5. Number of changes that have been raised on the requirements/initial designs.
6. Number and nature of issues/queries on the work product.
7. Changes in processes used to create the work product.

# SQA Strategy

| **Sl. No** | **Process** | **Objective** | **Inputs to SQA** | **Outputs from SQA** | **Method** |
| --- | --- | --- | --- | --- | --- |
|  | Project Initiation | Review the preparedness of the project in terms of skills, resources, processes and requirements | Memorandum of Understanding, Proposal, Statement of Work, estimates, Initial Requirements (Customer supplied requirements documents) | Review comments on inadequacies, risks or defects. | Use of review checklist.  Use of the experience of peer project manager, if required. |
|  | Project Plan and Standards for the project | Review the Project Management Plan, Configuration Management Plan and Quality Management Plan and the procedures of the project. | Project Management Plan, Configuration Management Plan and Quality Plan Standards, Checklists, Guidelines. | Review comments on inadequacies, risks or defects. | Use of review checklist.  Use the experience of peer project manager, if required. |
|  | Requirements Development | Assess the requirements and functional specifications of the project. | SRS.  Review forms of requirements definition,  Change request and issues/queries log. | Review comments on inadequacies, risks or defects. | Use of review checklist.  Functionality checklist to be obtained from a business user with the domain knowledge.  Use the experience of peer project manager/senior resource, if required. |
|  | High Level Design | Validate the design against customer requirements. | Design documents.  Requirements document, Change requests, issues/queries log. | Review comments on inadequacies, risks or defects. | Use of review checklist.  Use the experience of a senior resource within the project team independent of the author, if required. |
|  | Detail Design, Coding, Unit test plan and data, Unit Testing. | Assess the code to comply with design specifications.  Assess the review of code. | Detail design document, Code, unit test plan, test data and test results, Change requests, Issue/queries log,  Review form of the work products, Traceablity matrix. | Review comments on inadequacies, risks or defects. | Use of review checklist.  Use the experience of a senior resource within the project team independent of the author, if required. |
|  | Testing | Test the software.  Assess the adequacy of the test plans and test data. | SRS, Design document, User or systems documents if any, Test plans, test environment. | Review comments on inadequacies, risks or defects. | Use of review checklist.  Use the experience of a senior resource within the project team independent of the author, if required. |
|  | Configuration Management | Review the control of configurable items, once a month or at the time of release depending on the baseline. The frequency of review could be decided based on the intervals at which baselines are updated/modified. | Project Management Plan,  Configuration Management Plan,  Configuration status Accounting reports, Change Request Tracker, Review Forms. | Review comments on inadequacies, risks or defects. | Use of review checklist. |
|  | Project Closure | Review project closure report.  Participate in the project closure meeting.  Review the final metrics. Upload project assets to the organizational database. | Project Closure report | Review comments on inadequacies, risks or defects.  Identify and upload assets to the organizational database. | Use of review checklist. |

# Identification of Good Practices

Apart from identifying and addressing inadequacies, risks or defects, SQA reviews should also focus on identifying good practices and sample project assets that are being followed in projects. These good practices must be submitted to the Head-Quality for approval. After receiving an approval these good practices and sample project assets must be uploaded to organizational database.