|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Team: Ericsson Course Year: 2013 Auditor Name: Alex Radermacher | First Audit | Extra Audit | Second Audit | Extra Audit | Third Audit | Extra Audit | Final Audit |
| Project Initiation and Planning Document |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Project Vision and Goals are identified |  |  |  |  |  |  |  |
| Project Planning completed |  |  |  |  |  |  |  |
| Stakeholders are identified |  |  |  |  |  |  |  |
| Communication Plan completed |  |  |  |  |  |  |  |
| Deliverables identified |  |  |  |  |  |  |  |
| Project metrics identified |  |  |  |  |  |  |  |
| Assumptions identified |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Weekly Report Document | 1 – 2 |  | 6 | 10 |  |  |  |
| Vision and Overall Description completed |  |  |  |  |  |  |  |
| Highlights and lowlights are listed for the week | 1 |  |  |  |  |  |  |
| Accomplishments and Goals are given |  |  |  |  |  |  |  |
| Weekly Reports frequently completed |  |  |  |  |  |  |  |
| Risks and Issues are listed and updated | 2 |  | 6 | 10 |  |  |  |
| Project Success Tracking completed |  |  |  |  |  |  |  |
| Weekly Reports are frequently completed |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Requirements Document |  |  | 7 | 7 |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Summary and Overall Description provided |  |  |  |  |  |  |  |
| High-Level Requirements identified |  |  |  |  |  |  |  |
| Low-Level Requirements identified |  |  |  |  |  |  |  |
| Verification for requirements is provided |  |  | 7 | 7 |  |  |  |
| Constraints and Limitations identified |  |  |  |  |  |  |  |
| Document is updated |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Software Design Document |  |  |  |  |  |  |  |
| Document Language is clear |  |  |  |  |  |  |  |
| Overview is completed |  |  |  |  |  |  |  |
| High-level design completed |  |  |  |  |  |  |  |
| Activity, Class, and Sequence Diagrams present |  |  |  |  |  |  |  |
| UI Description and Mockup completed |  |  |  |  |  |  |  |
| Data Design completed |  |  |  |  |  |  |  |
| Non-Functional Design aspects identified |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Coding Standard | 3 |  |  |  |  |  |  |
| Coding standard available | 3 |  |  |  |  |  |  |
| Standard is clear and unambiguous |  |  |  |  |  |  |  |
| Code Review |  |  |  |  |  |  |  |
| Code stored in CMS |  |  |  |  |  |  |  |
| Code adheres to coding standard |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| MS Project Plan (Project Backlog) |  |  | 8 |  |  |  |  |
| MS Project Plan available |  |  |  |  |  |  |  |
| MS Project Plan regularly updated |  |  |  |  |  |  |  |
| MS Project Plan contains effort estimates |  |  | 8 |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Postmortem |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Project highlights and lowlights discussed |  |  |  |  |  |  |  |
| Project Size and Effort Estimates updated |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Sprint Report Document |  |  | 9 | 9 |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Sprint Planning Meeting conducted |  |  |  |  |  |  |  |
| Sprint Review Meeting conducted |  |  |  |  |  |  |  |
| Process and Project Reviews conducted |  |  |  |  |  |  |  |
| Sprint Retrospective conducted |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Trac / SVN |  | 4, 5 | 5 | 5 |  |  |  |
| Trac site provides easy navigation |  |  |  |  |  |  |  |
| Trac tickets are being used |  | 4 |  |  |  |  |  |
| Project Documents stored in SVN repository |  |  |  |  |  |  |  |
| Team member contact information available |  | 5 | 5 | 5 |  |  |  |
|  |  |  |  |  |  |  |  |

**Comments:**

1. No Lowlights were listed in weekly report. If there are none, indicate that.
2. Issues and Risks have not been identified.
3. Coding Standard is not available in team’s Git repository.
4. No tickets (issues) have been used on team’s Github site.
5. Wiki section of team’s Github site should contain contact information for team members.
6. Risks are not being listed in the table and assigned an ID, even though it was identified.
7. Not all requirements have a listed verification.
8. Effort estimates for backlog tasks are not being provided.
9. Sprint Report document is not available.
10. No risks or issues are identified and one risk was removed. Once a risk is identified it should remain identified but its status should be changed once the risks trigger date has passed.