

**QA Manual**

*End of Second Release*

**Document Control**

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| **Editor** | **Version** | **Date** | **Update** |
| Alex Cash | 0.1 | 02/06/2015 | Created Document |
| Alistair Jewers | 0.2 | 02/06/2015 | Reviewed metrics |
| Samuel Raeburn | 0.3 | 03/06/2015 | Reviewed metrics |
| Calum Armstrong | 0.4 | 03/06/2015 | Replaced company logo on page 1. Reviewed metrics |

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# 1.0 Project Manager – Alex Cash

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| **Metric** | **Measurement** |
| Team is content with their work and feel confident they know what their tasks are. | Continue to organise regular group meetings but ask the group if they feel well organised, content, and know their tasks. If not, how it can be improved. |
| Review *From asking team members I once again feel that this has been a success. There have been a number of different tasks going on at once but I feel like this was managed well and team members were kept on track. This would have been easier if we were working full time in one office as communication would have been easier, but I think that although most communication was either via email or in meetings, people were confident that they had work to be getting on with at all times. With the help of the implementation managers we managed to find work for people whenever they had free time and facilitated good progress throughout.* | |
| All deliverable deadlines met with work of a good standard. | Ensure all documents/deliverables are submitted as per the deadline, ensuring beforehand that the whole team is happy with the quality of the work that is being submitted. |
| Review  At the end of the project, we can say that we have successfully met all deadlines have been met on time. On two occasions stakeholders have been asked if it was possible to push deadlines back a short amount of time to accommodate the workload outside of the module of our finance managers. The stakeholder was more than happy to agree to this and as such I consider all deadlines met. Code reviews and document reviews have ensured quality throughout and have resulted in high quality content being produced by the whole team. | |
| Final product is at least representative of the initial plan (not required to be exactly the same) and is of a high standard. | After completion, compare the finished product with the initial product plan to see if we have met our initial requirements. Also, gather opinions of others (outside of the team) on whether the product is of a high standard. |
| Review *It is safe to say, that now we are at the end of the project that not only has the software met expectations, it has clearly exceeded them. Our final products not only meet expectations, but they do so in exactly the way we originally intended. I feel partly responsible for ensuring this has happened on a whole, by allocating people to tasks they are good and ensuring other work is assigned elsewhere so as to streamline our work. There is only one aspect that has not been completed which is a user being able to pause and resume lessons at a later date. This had to be de-scoped because of the nature of Java but could be added at a later date. Other than this, all user stories have been satisfied excellently.* | |
| Final product delivered on time. | Ensure product is in a finished stage when it is submitted to the customer on the deadline. This will be dependent on the team’s confidence that the product has met our requirements. |
| Review *This metric has been met, with the final code being completed just in time for the demonstration, as planned. This gave us the maximum available time to produce the product whilst still allowing time to test and verify the end result. I am very happy with how the products have turned out and they have both been delivered on time and to specification. I once again feel as if I have played a significant role in keeping the team moving through the work and keeping work on track.* | |

# 2.0 Contracts and Documentation Manager - Calum Armstrong

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| **Metric** | **Measurement** |
| Contractual errors | Number of amendments made to contracts,  or employee dissatisfaction as a result of a  missing clause causing problems in code  integration / implementation |
| Review *No new contracts had been made since release 1.*  *Both bought and sold code complied with contract specifications and were easily integrated without any need to return code to authors for corrections. There were never any issues raised regarding missing functionality, and therefore contracts are deemed as successful.* | |
| Documentation availability | Number of requests for documents / updated documents not made publically available |
| Review *Asides from timesheets and payroll updates, all documents have been available upon request, however it was sometimes required to advice where exactly these documents were located in the Google Drive. Due to the number of documents however and the implication of a new filing structure, this is understandable.*  *In the case of timesheets, as before, this was limited by when these were handed to the Contracts and Documentation Manager by employees. It should be noted that it was often required to chase up individuals for timesheets, as can be seen in company minutes, and in general payroll was updated swiftly once all timesheets had been completed for a single week.* | |
| Timesheet management | Number of timesheet summaries provided to finance by mid-day Tuesday |
| Review *This has rarely been the case due to late hand in of timesheets. The issue has been discussed as mentioned above however action still needs to be made if as a company we wish to continue implementing this constraint.* | |
| Document archiving | Number documents that became corrupted / were lost and were unrecoverable due to a lack of backups |
| Review*No documents have been lost, and an increased awareness of document control has insured a better quality of backup in case any issue does arise in the future* | |

# 3.0 Specialist Software Developer – Dan Berhe

| **Metric** | **Measurement** |
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| Number of bugs | Record number of bugs, if any, each time a class/method is tested |
| Review It is an ongoing process. Bugs found so far have been taken from test reports and recorded in a separate document indicating the status of the bugs (fixed/pending). | |
| Time between bugs found | Track the frequency of bug occurrence |
| Review Ongoing. Dates of when the bugs found so far were reported have been recorded in the same document as the number of bugs. | |
| Comments in code | Comparison of lines of comments and lines of codes. |
| Review Adequate comments have been added (by the person responsible for the class). So far the comments to code ratio is 20.5%. | |
| Compiling errors | Produce a compilation report to indicate the number of errors during compilation |
| ReviewIt is an ongoing process and cannot be fully assessed until the end. | |

# 4.0 User Experience Designer – Sam Hall

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| **Metric** | **Measurement** |
| Design cost | Hours spent per individual researching and producing UX Design |
| Review  I have conducted my own research in reading books and analysing other companies design languages (as evidenced by a small design document i produced for the team). I have spent less time than I would like on UX design recently due to other commitments. | |
| Deliverables | Number of UX design iterations complete. |
| Review  The UX design has cycled through a number of different iterations to arrive where it is now. I am happy where we are heading in terms of design. The major current task is to produce a large set of custom icons for the product. | |
| Appropriateness | Design meets initial specifications |
| Review  The design has its general design complete, but does need some ironing out in terms of the exact components such as icons. | |
| Defects | Number of elements that do not meet design specification |
| Review  Some of the early UX designs were not good enough for the product. As such they were modified and changed until they were good enough. | |

# 5.0 Lead Software Developer - Alistair Jewers

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| **Metric** | **Measurement** |
| Features implemented vs features planned | Compare the list of finished and tested features to the original set of required and potential features. This comparison should be made during each iteration, for that iteration’s feature set. |
| Review *All features are recorded in the ‘Github issues’ platform and tagged with the iteration for which they are required. Each feature is given an assignee who is responsible for its completion. Once a feature is complete it’s ‘issue’ is closed. The progress of each iteration is tracked automatically, and the number of open and closed issues for each iteration can be easily compared.*  *- 68 / 69 issues tagged as features have been closed.*  *- Iterations 1 & 2 report 100% feature completion.*  *- Iteration 3 reports 98% feature completion.*  *Feature tracking has been an overall success with all the features in the revised functional specification being met by the end of the coding process.* | |
| Time spent coding vs planned. | Monitoring the start and end of the coding process overall, as well as the start and end of each iteration. |
| Review *The ‘Github’ platform branching system and network graph feature are being used to track the development process and the start and end dates of individual features.*  *- Iteration one implementation began on 26th January and finished on 15th February. There was some overlap with other iterations as some iteration 1 code, especially the parser, had to be refactored several times. The final issue associated with iteration 1 was closed on 26th May, but included refactoring work that ran alongside the next two iterations.*  *- Iteration two implementation began on 16th February and finished on 15th April with the sale of the media handlers. Again some refactoring work ran in parallel with the next iteration.*  *- Iteration three began on 19th of April, 4 days late, and finished on 31st May. Code clean up continued until 3rd June. Coding therefore finished approximately one week later than the ideal completion date.*  *Overall the coding process ran approximately to schedule, although some feature creep towards the end of the allocated coding time led to a slight overrun. Due to the involved nature of the software it was also necessary to cross over some refactoring tasks between iterations.* | |
| Bug tracking. | Use bug or issue tracking software to maintain a list of all bugs that have been identified and whether they have been fixed and tested. Bugs should be assigned to relevant people for fixing. |
| Review *The ‘Github Issues’ platform is being used to track all bugs and their status, as well as code changes that affect or fix them. Bugs have assignees designated to fix them, and notes relating to their severity.*  *- 58 / 59 issues tagged as bugs have been closed.*  *- All bugs associated with iterations 1 and 2 have been closed.*  *Bug tracking has been successful overall, with the vast majority of the bugs identified in testing being fixed and closed.* | |

# 6.0 Assistant Finance Manager – Penny Nicole

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| **Metric** | **Measurement** |
| Accuracy of financial information | Check with other members of the Finance Team.  When documents are completed, get two other members of the company with the appropriate knowledge to check the documents. |
| Review *Worked with other member of Finance Team (Finance Manager) on all documents excluding Weekly Financial Review. Did not get two other members of the company to check the documents.*  *Did not get two other members of the company to check the documents.* | |
| Accurate financial predictions | Check weekly accounts against what has been predicted. |
| Review *Failed according the measurement. However, the financial reports (submitted to financial backer) do check the predicted against the actual expenditure. May wish to review the need for a weekly financial review.* | |
| Return on assets | Make sure the most suitable group member is doing what is required of them as efficiently as possible. |
| Review New timesheets demanding justifications for hours claimed appear to be working to ensure efficiency. The members of the company look to be working well and adhering to deadlines. | |

# 7.0 Finance Manager – Emmanuel Olutayo

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| **Metric** | **Measurement** |
| Return on investment | Check returns with appropriate department in company |
| Review *The investments the company made into media handlers are still in the process of completion but I have seen them work first hand and they seem to be a good investment.* | |
| Pay Back period | Pay interest Promptly |
| Review *We changed our first financial plan which got accepted so we are waiting on the feedback from the financial backer on the new financial plan.* | |
| Operating expense control | Check weekly accounts against what has been predicted |
| Review *Been speaking to the group about how many hours they are working and checking if they are reporting appropriate hours. New time sheets where created so each employee can justify their hours. Also weekly financial reports have been made to check how the company is doing financially.* | |
| Return on assets | Make sure the most suitable group member is doing what is required of them as efficiently as possible therefore saving money. |
| Review *Everyone seems to be working at their own pace and efficiently too and peoples hours reflect this.* | |
| Stable revenue Growth | Check cash flow every month or week to make sure all cash inflow in financial documents add up. |
| Review *I’ve not been checking the financials every week which I am supposed to be getting a report on every week.* | |

# 8.0 Lead Software Tester – Samuel Raeburn

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| **Metric** | **Measurement** |
| Features implemented vs features tested. | Compare list of features with list of features tested obtained from test reports. |
| Review *The task we set ourselves was a difficult one, going well beyond the scope of the project. Due to this there were inherently a very large number of features implemented. I do believe however that by way of distributing test reports to the team and by personally prioritising testing over developing that all the features implemented have been tested. Many features (all those on the media handlers included) have been tested multiple times.* | |
| Software modules vs test reports. | Compare list of features with list of features tested obtained from test reports. |
| Review *The main modules of software created were the XML Parser, the XML writer, the runtime data class, the renderer, the GUI, the editor and all of the media handlers.*  *All of the above have been tested with many being tested multiple times, for example the editor was continuously tested throughout its development.*  *As well as individually testing each software module various integration tests were carried out in order to confirm that each module behaves as desired when used in conjunction with other modules.*  *There were a total of 18 distinct (not retests) test reports.* | |  |
| Changes due to bugs vs test failures | Failures in testing should result in a change in code. |
| Review *Each time a bug was found by me or by anybody completing one of my distributed test reports, an issue was created on the GitHub. These issues notified anybody in our GitHub so everybody knew what bugs were apparent throughout the development.*  *The “test failures” document indicates that there were a total of 69 major test failures, with the term major being used to define a bug where the solution was not thought to be a simple refactor of code. If we take the same definition of changes as we did for major, only 6 of these major failures remain unfixed (not through lack of trying).*  *Meaning the changes due to major bugs is 63.* | |

# 9.0 Marketing Manager – Jake Ransom

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| **Metric** | **Measurement** |
| Brand Awareness | Polls, such as surveys |
| Review *The marketing hasn’t concentrated on portraying or advertising our company/product brand. To improve on this, more surveys will be sent out with better description of the intended product and with relevant company logos.*  *There might be scope for advertising the brand & product. An advertising strategy will be written up to detail how this will be achieved* | |
| Customer Satisfaction | Customer feedback through reviews |
| Review *cannot be assessed until the end of the project* | |
| Market Share | Market Research |
| Review *Our potential share of the market is quite large given that not many other products like this exist. The surveys showed a good demand for the product and a gap in the market. However to improve on this, more surveys will be required to better define the market share and give a more accurate representation to work with.* | |
| Sales | Amount of units sold |
| Review *cannot be assessed until the end of the project* | |

# 10.0 Brand Manager – Lewis Thresh

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| **Metric** | **Measurement** |
| Design cost | Hours spent per individual researching and producing logo and design. |
| Review *Hours have been dedicated to researching the current market in user experience to find a design (both GUI and Logos) that represent our company and products appropriately and also fit in the current market.* | |
| Deliverables | Number of logo design iterations complete. |
| Review *Application logos have currently gone through 3 main iterations with smaller changes being released as well. Current iterations are Learneasy\_v2.3 and Teacheasy\_v2.3* | |
| Appropriateness | Design meets initial specifications |
| Review *Complete UI design is not yet complete. UI has currently gone through 3 iterations, all aiming to meet initial design specifications that are documented in UX Design Documentation.* | |
| Defects | Number of elements that do not meet design specification |
| Review *We have currently not made a list of defects that did not meet our initial specification. However previous iterations have been saved of which we can document the sections of which do not meet the initial specifications* | |