

PROCESS IMPROVEMENT ACTION PLAN

Version ()

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1. Document Purpose

The purpose of this document is to determine and prioritize the candidate process improvements as well as the process improvements that will be implemented by establishing and maintaining process improvement action plan which is targeting specific improvements that have been defined to address weaknesses uncovered by appraisals.

This document involves;

* Process improvement infrastructure
* Process improvement objectives
* Process improvements that will be addressed
* Strategies for piloting and implementing the process actions
* Responsibility and authority for implementing the process actions
* Resources, schedules, and assignments for implementing the process actions

1. Process Improvement Objectives

*This subsection provides a complete definition of establishing the process improvement purpose in terms of measurable objectives.*

*Identify the list of objectives the process improvement is established for.*

1. *To have a defined procedures for software profile management across the TETCO SMO.*
2. *To improve the ADUP key performance indicators across the software profile level.*
3. *Elaborate*
4. Process Areas to be improved

*Identify the list of process areas to be improved in the process improvement.*

The table below illustrates the list of process areas to be improved in the process improvement;

|  |  |
| --- | --- |
| **Process Area** | **Improvement Summary** |
|  |  |
|  |  |
|  |  |

1. Involved Organization Units

*Identify the list of organization units involved in this process improvement.*

The table below illustrates the list of organization units involved in this process improvement and their process areas relationships;

|  |  |
| --- | --- |
| **Organizational Unit** | **Related Process Area(s)** |
|  |  |
|  |  |
|  |  |

1. Process Improvement Resources
   1. Management Steering Group (MSG)

The MSG is made up of the management team that represents the highest level of management in the TETCO process improvement organization. Its purpose is to guide the Software Process Improvement (SPI) implementation activities in the TETCO process improvement organization. The MSG should also apply improvement activities to the existing management processes.

*Identify the list of the Management Steering Group (SMG) members.*

The table below illustrates the list of the Management Steering Group (SMG) members;

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization Unit** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Software Engineering Process Group (SEPG)

The SEPG is the focal point for the TETCO process improvement organization. It is responsible for and facilitates the activities that relate to software process improvement, such as action planning, process improvement, technology improvement, and other activities. The SEPG also exchanges information between the TETCO process improvement organization members and actors.

The SEPG maintains an organizational awareness of the overall SPI effort and serves as a facilitator to insure the successful completion of improvement activities.

*Identify the list of the Software Engineering Process Group (SEPG) members.*

The table below illustrates the list of the Management Steering Group (SMG) members;

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization Unit** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Technical Working Group (TWG)

TWGs are the solution developers for the TETCO process improvement organization. Their responsibility is to address a specific area for process improvement, and they are given the plans, resources, and authority to complete their activity. The purpose of a TWG is to improve the process that it has been planned to evaluate and improve.

*Identify the list of the Technical Working Group (TWG) members.*

The table below illustrates the list of the Technical Working Group (TWG) members;

|  |  |  |  |
| --- | --- | --- | --- |
| **Organizational Unit** | **Process Area(s)** | **Process Owner?** | **Owner of** |
|  |  |  | *Type the process name if “Process Owner?” is “Yes”.* |
|  |  |  |  |
|  |  |  |  |

1. Detalied Actions
2. Tools and Automation

*Identify the tool set used in enhancing and automating the TETCO process improvement organization and working environments.*

The table below illustrates the list of tools used and the roles they are used for;

|  |  |  |
| --- | --- | --- |
| **Tool name** | **Role** | **Process Area(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Process Instantiations (Projects)

*Identify the list of the projects that will be involved in the TETCO process improvement implementation and appraisal.*

The table below illustrates the list of instantiations (Projects) that will be involved in the TETCO process improvement implementation and appraisal;

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Brief Description** | **Estimated Start Date** |
|  |  | Click here to enter a date. |
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1. Potential Risks

*List all potential risks during the improvement.*

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1. Baselines Approval Sheet

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| **Version** | **Approval Signatures** | |
| **[1]**  **Process Engineer** | **[2]**  **PMO** |
| *Version No.* | *Name, and Date* | *Name, and Date* |
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