NDS MONTHLY MEMOGRAM QA CHECKLIST

Jul 2021

Naval Information Warfare Center

PACIFIC

This memo documents the following checklist to be completed each month for the active MemoGram cycle. Please conduct accurate checks with this list to ensure we are sending out valid and completely functional MemoGram to our customer each month.

Current Roles Jul 2021

• **Test Director**	Chris Atkinson (Gov-58430)
• **Lead Developer**	Michael Nespola (Gov-58430)
• **Logistics Lead**	Eric Pomales-Rodriguez (Gov-58430)
• **Technical Documents**	Ann Park (CTR)
• **QA Lead**	Jeffrey Schaffer (CTR)
• **Testers**	Chris Atkinson (Gov-58430), Michael Nespola (Gov-58430)

☑ 1. **Lead Developer** generates Planned Patches spreadsheet (to include any patch fixes or custom patches to be applied).

☑ 2. **Lead Developer** generates initial draft MemoGram documents (if time permits), If time does not, **Lead Developer** generates procedures and or notes required for the MemoGram Documents.

☑ 3. **Lead Developer** provides **Technical Documenter** the planned patches and drafts MemoGram documents to share.

☐ 4. **Technical Documenter** creates documents (to include procedures and notes), reviews and validates draft MemoGram documents and makes necessary fit and finish (i.e. formatting) changes.

☐ 5. **Lead Developer** burns test media for the current months (Jul 2021) MemoGram (Classified and Unclassified) and provides media to **Test Director** (To include MemoGram ISO hash).

☐ 6. **Technical Documenter** provides current draft of MemoGram documents to **Test Director**

☐ 7. **Test Director** provides media, ISO Hash, and drafted MemoGram documents to **Testers**

llkncklwnlcnwklec

☐ 8. **Lead Developer, Test Director** and **Testers** coordinate which systems are to be loaded and tested (Classified and Unclassified). Identified systems, MemoGram load method (media - base to cumulative, media - sequential, IACT - base to cumulative, IACT - sequential) and test type (Long or Short) are as follows:

System	Load Method	Test Type
wecwc	wewcw	""""
_)()_**)(	wlkcn wklc	----==--=
jqncj qwc	knLKNCKLn	somethinG real
sdcsdc	sdcsdc	sfcsdcsdc

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☐ 9. **Testers** load identified systems with designated load method as stated above.

☐ 10. **Testers** conduct designated test type to include any patch fixes or custom patches being applied, reviews and validates MemoGram Document.

☐ 11. **Testers** provide test results, documentation changes and any supplemental information to **Test Director**.

☐ 12. **Test Director** reviews and provides input back to the **Lead Developer** and **Technical Documenter** for correction (if required). Once corrections are completed, **Test Director** notifies **Lead Developer** and **QA Team**.

☑ 13. **Lead Developer** loads designated systems (base to cumulative) using final approved ISO Hash.

80D2EFEA0408FB91D92D91837067C1ECF8B1D5F73BA4CDDD73514E8DB3B0F65F

ISO Step 7:llkncklwnlcnwklec

☐ 14. **QA Lead** reviews and validates MemoGram documentation on designated test systems to include any patch fixes or custom patches applied.

15. **QA Lead** completes any required changes to documentation and finalizes documents, as required.

16. **QA Lead** reports back to **Test Director** the completion of QA and provides copies (or location) of the final documentation.

File path of final documentation here

☑ 17. **Test Director** provides approval to **Logistics Lead** for media approval to be burned and provides final approved ISO hash.

```
80D2EFEA0408FB91D92D91837067C1ECF8B1D5F73BA4CDDD73514E8DB3B0F65F
```

ISO Step 7:llkncklwnlcnwklec

ISO Step 13:
80D2EFEA0408FB91D92D91837067C1ECF8B1D5F73BA4CDDD73514E8DB3B0F65F

☐ 18. **Logistics Lead** burns the draft media and provides to **Test Director** (or designated reviewer).

☐ 19. **Test Director** (or designated reviewer) installs media and ensures proper ISO and documentation is used on the media. Additionally, **Test Director** (or designated reviewer) does a spot check of at-least five (5) high visibility changes made by the MemoGram in addition to validating the system version from This PC Properties :

Spot Checks Conducted:

1. _____
2. something new
3. 1245
4. -=0=-102=-
5. 232i2dokpojm
6. moisndcionsodcn
7. 7777

<div align="center">

+ check   **- check**

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☑ 20. **Test Director** provides approval to the **Logistics Lead** to burn operational media for the current months (Jul 2021) MemoGram (For shipment to NGA).

☐ 21. **Technical Documenter** posts MemoGram documentation and updates to Classified and Unclassified Intellipedia pages for NDS.

Notes:

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