TANF Opportunity Act Secure Software Checklist

Document Strategies

Between Iteration 0 and 1, the team was originally creating flowcharts initially for documentation. Due to the client's demand changing, however, we transitioned to Microsoft Excel to document the team's research. We also had the issue of working on more applications than the original two applications the client gave to the team. Alternate measures included splitting up the team to research each application and combining them into one Master Application via Microsoft Excel to find redundancies. Afterwards, allowing the team to use this documentation to create the three forms: Qualtrics, Mockflow, and Paper form.

Roles and Responsibilities

- **GitLab Manager:** Devraj Chauhan

  Keeping updated record of each iteration and upload documentation. Also, utilized the issue board to prioritize stories for each iteration.

- **Quality Assurance**: Zoey Bolduc, Alexandra Lee, and Alex Omran

  For quality assurance, the group made sure that the three forms—Qualtrics, Paper form, and Mockflow—were delivered to the vendors meeting the expectations of performance, design, reliability, and maintainability. The skills required for the group were proficiency in testing and defect management, knowledge of quality assurance terminology and methods, and decision-making skills.

- **Business Analyst:** Aidan Hurst

  Primary Communicator with the clients. Reminded clients of meetings and messaged them regularly with updates and product information.

- **Developers/Testers:** Jacob Harris and Jonathan Spradlin

  Ensured the Qualtrics forum was functioning with all the bells and whistles we wanted it to have, as well as making sure all information presented in the forms was correct. This required us to have good planning skills and to focus on being detail oriented.

Data Collection

Data was collected via small teams who researched different applications and recorded data on an Excel spreadsheet. Each application had a page, and all the data was collected there. After every application was complete, we used that data to create the Master Application, which is held on the same excel sheet.

Automation Tools

In this project, we did not have any automation tools that were used. It wasn't applicable to us project.

Usability

- The software is cost-effective since it is free. Qualtrics and Office 365 are free with student accounts.
- The necessary hardware is a laptop, which should be available to all students. Either those students already own a laptop or can rent one at the library.
- Qualtrics is super easy to use. Microsoft Word is also super easy to use.
- There are not any directions really for our products. It is more of getting onto Qualtrics and taking the survey.
- The user can easily navigate the product.

Code Quality

In this project, we did not write any code. It wasn't applicable to our project.

80-20 Rule

Other than losing an entire questionnaire for the paper form and had to rebuilt it

Risk Analysis

For the most part of this project, we used MS Excel to research and document all the data points that were required for the Master Application. Since all the research was documented on Excel and it was hosted on secure Teams channel which could only be accessed by the team members. For the final prototype we use Qualtrics software to create a Master Application for the demo which was also hosted privately and can be accessed with the permission of the creator or maintainer.

Project Improvement

- Our product meets the quality testing with our standards.
- Our client has approved our product.
- Our product allows people who need assistance to apply for whatever they need without the hassle of answering the same 20 questions 5 times. Now people can seamlessly apply without any trouble.
- Consumers gain the ability to not have to go back and forth between different agencies to apply for different assistance that they need. They have a one stop shop now to apply for everything they need.