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| PS2Win |
| Quality Plan |
| Keep Your Time |

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| Carla Machado  26-03-2013 |

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Table 1: List of Contributors

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| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
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| 07-04-2013 | Conclusion of the first draft | Carla Machado | 0.2 |  | Ready for Review |
| 11-04-2013 | Document reviewed | Mário Oliveira | 0.2 |  | Ready for Revision |
| 13-04-2013 | Small Changes as result of the review.  Document is ready for approval | Carla Machado | 0.3 |  | Ready for Approval |
| 13-04-2013 | Approved |  | 0.3 | Filipe Brandão | Ready for Approval |
| 13-04-2013 | Approved |  | 0.3 | Rui Ganhoto | Ready for Approval |
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Table 2: Version history

# Introduction

# Purpose

The purpose of this document is to describe the quality objectives and standards to follow throughout the project.

# Product

The product to be developed is a time tracking tool that allows users to define various tasks and time the execution time of each one. The product also offers an historic of the tasks performed. The final product will consist not only of a desktop application but also an Android application with limited functionalities. The various functionalities will be distributed by two releases.

# Processes

Several processes have been defined and are to be followed by the team. All the processes can be found on the team repository and they are:

* Document Management Process
* Project Planning Process
* Requirements Analysis Process
* Project Assessment and Control Process
* Review Process
* Verification and Validation Process

# Quality Goals

The quality goals for this project are:

* To assure that all the defined process are followed
* To assure that reviews of documents and code are performed
  + Inspection – two inspections should be performed
    - One to the Software Requirements Specification
    - The other to the code. The technical manager should choose a portion of code to inspect. The choice must take into account the complexity of the code and its importance for the application
  + Walkthrough – one walkthrough should be performed
    - The database model (ER)
  + Deskcheck
    - All documents must be subjected to informal reviews
* To assure that coding standards are defined and followed by the team
  + The coding standards and conventions to be followed are in the document Coding Standards that can be found in the team repository
* To assure that the developed software is tested
  + Unit testing
    - Unit testing
      * For the Console application Visual Studio tools should be used
      * For the Smartphone it should be used JUnit
    - Unit testing will be ad-hoc
  + Acceptance Testing
    - All requirements must be covered by the acceptance tests
    - The acceptance testing will be in accord to the Verification and Validation Process
* To assure the usability of the application
  + In order to assert the usability of the application alongside the definition of the acceptance tests there will also be defined usability tests.

# Quality Records

As a result of the quality activities unconformities may be found. Each inconformity found must be registered in a document that should be created for that effect. The registry and detection of unconformities is a responsibility not only of the Quality Manager but also of all the team members.

The registry of an unconformity must contain a sequential number, the registry date, a description of the unconformity and its severity.

At least once a week the quality manager must verify the unconformities document for new entries. For each one a decision must be made on corrective actions even if the decision is doing nothing. If an action is decided upon then the tasks should be assigned to one of the team members and a time limit established for the conclusion of the corrective action. This information must be added to the registry.

On completion of the corrective action and validation that unconformity is resolved the date and a comment must be added to the registry.