



# Unlock:

## Individual Report

**Version 1.0**

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**Authors**

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## Group Overview

### QA Manager and documents

The QA manager role involved creating and maintaining the QA manual, layout document templates to maintain document consistency across the company, conduct QA audits to maintain the quality of the company for each department, format documents into company standards if they haven't been done already, help head end of iteration meetings to discuss results from the QA metrics for each iteration and improvements for the next iteration. Although handling documents is not my strongest point due to my dyslexia I feel my attention to detail helped me fulfill this role, this also translated into the QA role as this helped to spot areas that could be improved.

The QA and documents role was fairly interlinked with the group by maintaining document templates for the other members of the company to use and by running QA metric audits and discussing the results with the group for improvements to be found, and by presenting company QA information at the tender presentation and also helping format documents into the company format. Was also involved in aspects of development and media creation for the kiosk app.

## Contribution to deliverables

- QA Manual
  - initial version with Team of three with Tom & Jack
  - wrote all versions of QA manual beyond 1.0
- information guidelines document
- helped with formatting documents
- QA audit reports
- helped head the end of iteration meetings
- maintained document templates
  - initially made with Jack & Tom
- wrote and presented QA section of the tender presentation
- content generation
  - kiosk (with all members)
- Code
  - S01 - Load a PWS XML file (with ollie)
  - S07 - 7.0.0, 7.1, 7.2, 7.2.1, 7.3.0, 7.4.0, 7.5.0 (with liam and lauren)
    - Press a POI icon, See opening times/prices for the location, See the description of the location, Scroll up and down the page, Watch videos related to the location, hear audio clips related to the location, see photos related to the location
  - S08 - 8.0.0, 8.1.0, 8.2.0, 8.3.0, 8.4.0 (liam and lauren)
    - Press a sPOI icon, Watch videos related to the sPOI, Hear audio clips related to the sPOI, See photos related to the sPOI, Scroll up and down the page,
  - S09 - Promote my business in the map (has to be a cafe/shop at the POI or nearby) (with liam and lauren)
- Testing
  - Unit
    - S01 (with ollie)
  - Visual (with liam and lauren)



- S07
- S08
- S09
- UT1
- UT3
- UT4
- KIT 1
- KIT 2
- KIT 3
- KIT 5
- KIT 6
- KST 1
- KST 2
- KST 3
- KST 5
- KST 6
- KST 7
- Sales Presentation
  - helped plan kiosk demonstration (with liam)
  - helped with the live stream - middle man between presentation and james (the presenter, james conducted the live stream)
- user manual for kiosk
- helped with formatting files for the html tour

Responsibilities outside the job specification/things that went well

- All work was handed in on time.
- development of user stories listed above

## Self-Critique

I wasn't comfortable with being QA manager at first but after the critical feedback of the first QA manual I feel I began to get to grips with it. At first my weakness in java programming was a hindrance early on but slowly my skills improved. My weak organisational skills for documents was quite apparent early on but steadily improved as the project progressed.

## Conclusion

I feel everyone in the group worked well with each other, there was no friction between members and everyone offered help with each others workload. I feel everyone fulfilled their job roles effectively and efficiently and an effective level of teamwork was maintained throughout.