CSC585: Assignment-2

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Question 1: The head of an SQA function insists that all required SQA processes be established.

a. List the required SQA processes.

b. Explain the importance of each of the SQA processes.

Answer:

A crucial part of the software development lifecycle, software quality assurance (SQA) works to guarantee the creation and upkeep of high-quality software. It is appropriate for the head of a SQA function to insist on setting up all necessary SQA processes because they are essential to avoiding errors, cutting down on development expenses, guaranteeing standard compliance, and satisfying client expectations. The necessary SQA procedures and their relative relevance are listed below:

a. List of Required SQA Processes:

1. Requirements Analysis	ensuring the specifications are workable, comprehensive, understandable, and tested.
2. Design Review	evaluating the design to make sure it complies with specifications and follows industry best practices.
3. Code Inspection	reviewing the code in-depth in order to find errors early in the development process.
4. Testing	comprises acceptance testing, system testing, unit testing, and integration testing for the purpose of finding and fixing flaws.
5. Configuration Management	overseeing software product changes, making sure that the development environment is regulated and that every modification is recorded.
6. Risk Management	risk identification, evaluation, and mitigation during the software development lifecycle.
7. Documentation Control	ensuring that all documentation is accessible and maintained up to date, including test cases, requirements, and designs.
8. Quality Metrics and Measurement	establishing and monitoring quality metrics to evaluate the effectiveness of the software development process and its quality.
9. Process Improvement	evaluating and enhancing the software development process on a constant basis to boost productivity and quality.
10. Compliance and Auditing	ensuring that the software and the procedures used in its development adhere to all applicable rules and regulations.

b. Importance of each SQA Process:

1. **Requirements Analysis:**

Prevents Scope Creep: SQA helps guarantee that all stakeholder expectations are recognized and agreed upon early on, preventing additions and changes that may cause delays and higher project costs later. This is done by carefully examining requirements.
Foundation for Quality: Establishes the standard by which future work will be judged in relation to the project's definition of quality.

2. **Design Review:**

Architectural integrity verifies that the software architecture is scalable, resilient, and able to satisfy both present and future needs.
Efficiency in Development: The development team can save time and resources by avoiding rework by seeing any design concerns early on.

3. **Code Inspection:**

Enhances Code Quality: Frequent code inspections find errors and problems that automated tools might overlook, producing work of a higher caliber.
Encourages Developers to Follow Best Practices: Encouraging developers to follow best practices and coding standards makes the code easier to read and maintain.

4. **Testing:**

Customer Satisfaction: Testing directly affects customer satisfaction and trust by making sure the program functions as intended and is free of important flaws.
Lower Maintenance Costs: Finding and addressing bugs prior to release lowers the expense and time needed for maintenance after distribution.

5. **Configuration Management:**

Traceability: Offers a comprehensive history of modifications, making it simpler to determine the time and reason behind a change, which is essential for debugging and comprehending how the program has evolved.
Stable Development Environment: Assists in overseeing concurrent development activities, guaranteeing that modifications do not clash and that the program is always stable and buildable.

6. **Risk Management:**

Project Predictability: The team can achieve more predictable project outcomes by taking action to eliminate possible hazards as soon as they are identified.
Resource Allocation: Makes it possible to allocate resources to high-risk regions more effectively, concentrating efforts where they are most required.

7. **Documentation Control:**

Clarity and Consistency: Assures that all project documentation is accurate, current, and consistent, which helps to avoid misunderstandings and mistakes.

Knowledge sharing improves efficiency and lowers the learning curve for new team members by facilitating the transfer of knowledge inside and between project teams.

8. **Quality Metrics and Measurement:**

Enables objective evaluation and decision-making by offering data-driven insights into the effectiveness of the software development process and its quality. Continuous Improvement: The organization can continuously improve quality and process efficiency by identifying trends and areas for improvement through regular measurement of quality metrics.

9. **Process Improvement:**

Adaptability: Maintains the development process at its most efficient by allowing the company to modify its procedures in response to emerging technology, market demands, and lessons gained. Competitive advantage: By producing better products more quickly and with greater quality, continuous process improvement can provide businesses an edge over rivals in the marketplace.

10. **Compliance and Auditing:**

Legal and Regulatory Compliance: Lowers the possibility of legal problems and fines by making sure the software conforms with all applicable laws and regulations. Customer Confidence: Builds trust and confidence in the product and the firm by demonstrating to customers and stakeholders the organization's commitment to quality and compliance.

Question 2: Significant similarities exist between the proposal draft review and the project plan.

a. **Compare these documents with reference to the subjects reviewed.**
b. **Compare these documents and explain the need and purpose of preparing the individual documents.**

Answer:

A project plan and a proposal draft review can be compared by examining the goals, contents, and scope of each document, especially in relation to the topics covered and the reasoning behind their separate preparation.

a. Comparison with Reference to the Subjects Reviewed

	Proposal Draft Review	Project Plan
Focus	This document evaluates a project's original concepts, goals, and viability mostly before approving its implementation. It may address topics such as the project's applicability, possible consequences, preliminary	After a project is approved, the project plan describes the resources, money, timetables, and methodology needed to accomplish the project's objectives. It is an all-inclusive action plan.

	resource needs, and preliminary cost projections.	
Subjects Reviewed	It examines the concept's advantages, possible drawbacks, fit with the organization's objectives, and initial stakeholder feedback. To support the project's necessity, a study of related projects or literature may also be included.	The project scope, specific tasks, milestones, risk management, quality assurance procedures, procurement requirements, and communication tactics are all covered in detail in this document. In addition, it has a more refined resource and budget plan that takes into account the input from the proposal draft review.

b. Need and Purpose of Preparing the Individual Documents

	Proposal Draft Review	**Project Plan**
Purpose	The primary purpose is to validate the project idea. It serves as a checkpoint to ensure that the project is worth pursuing and aligns with broader strategic objectives. It acts as a preliminary assessment to catch potential issues or to refine the project's goals before committing significant resources.	To direct the project's management and execution, a project plan is created. It provides project teams, sponsors, and stakeholders with a comprehensive road plan that outlines how the project will be implemented, overseen, and finished.
Need	Ensuring that due diligence is completed prior to the project commencing its planning phase is crucial. By avoiding investment in initiatives with basic problems or misalignments with company priorities, this step can save time, money, and effort.	This document is necessary to make sure that every facet of the project—scope, resources, schedule, and risks—is well planned. It helps control expectations, establishes a foundation for performance evaluation, and promotes stakeholder communication. Coordination of tasks, change management, and ensuring that the project is finished on schedule, within budget, and to the appropriate quality standards all depend on the project plan.

Question 3: Both the classic and extended software quality models assign costs to two main classes: cost of control and costs of failure of control.

a. **Explain in your words the nature of each class.**
b. **What would you consider to be the idea guiding this classification and what do you consider the managerial aspects to be?**

Answer:

The expenses associated with maintaining and controlling software quality are divided into two primary groups by the traditional and extended software quality models: the costs of control and the costs of failure of control. Here is a summary and analysis of each class, along with the general concept and managerial implications of this classification:

a. Nature of Each Class

1. Cost of Control:

All costs incurred to stop software product problems are included in this class. These expenses are preemptive steps taken to guarantee quality all the way through the software development lifecycle. Planning for quality, including quality into the product design, carrying out reviews and inspections, testing, and educating team members on quality procedures are all included in this. The main goal of these expenses is to reduce or completely eradicate the likelihood of errors by maintaining initial software quality control.

2. Costs of Failure of Control:

These expenses occur when flaws cannot be prevented by the control mechanisms. These are reactive expenses that arise from finding software flaws either prior to or following client release (internal failure costs) (external failure costs). Rework, extra testing, and timetable delays are examples of internal failure costs. Recalls, warranty work, lost sales as a result of a negative reputation, and even legal fees are examples of external failure costs. These are the expenses related to errors that evade quality control procedures.

b. Guiding Idea and Managerial Aspects

1. Guiding Idea:

This classification is based on the notion that the costs of repairing flaws after they arise (costs of failure of control) can be considerably decreased by investing in preventive measures (cost of control). It emphasizes how crucial it is to incorporate quality from the start into the product rather than having to cope with the fallout from subpar quality afterwards. In line with the proverb "an ounce of prevention is worth a pound of cure," this strategy emphasizes the fact that proactive quality assurance is more economical than reactive approaches.

2. Managerial Aspects:

This classification aids managers in making strategic decisions about how to allocate resources and rank the importance of quality assurance tasks. This framework can be used by managers to:

i. Budget Allocation:

Choose the amount of money to devote to quality control initiatives in relation to the possible expenses of failures. This entails weighing the trade-offs between the possible financial and reputational consequences of software failures and the upfront costs of quality assurance.

ii. Risk Management:

Determine which areas have a high chance of failure and devote additional resources to these areas at the beginning of the development phase to reduce the risk.

iii. Performance Measurement:

Keep an eye on the costs associated with both successful and unsuccessful quality control initiatives. This aids in modifying tactics and procedures to maximize efforts related to quality assurance.

iv. Continuous Improvement:

Utilize information from both cost categories to inform ongoing improvement projects. Managers can prioritize changes to the quality assurance procedure by identifying the situations in which failures happen despite control measures.

Question 4: In the classic model of cost of software quality, quality costs are classified into four subclasses: prevention costs, appraisal costs, internal failure costs, and external failure costs.

a. Explain in your own words the main characteristics of each subclass of costs and indicate the differences between them.

b. Suggest three items for each subclass.

Answer:

The costs related to guaranteeing product quality are divided into four primary areas under the standard model of the cost of software quality, each of which focuses on a distinct facet and stage of the software development lifecycle. Organizations may better manage and maximize their quality investment by having a clear understanding of these categories.

a. Explanation of Each Subclass of Costs

1. Prevention Costs:

These expenses are incurred in an effort to stop faults before they start. This subclass focuses on methods for ensuring quality right from the start of a project, minimizing the need for revisions or rework down the road. The primary features include things like early design work that can prevent future issues, process improvement, and training.

2. **Appraisal Costs:**
   These expenses are related to testing or analyzing the product to make sure it satisfies specifications and standards for quality. The expenses associated with appraisals include the work done to identify flaws in goods or services prior to consumer delivery. This covers all evaluations, testing, and inspections carried out while the project is being developed.

3. **Internal Failure Costs:**
   These are the expenses incurred when a flaw is found prior to the product being delivered to the client. Failures found in testing or prior to product release result in internal failure costs. These consist of the price of redoing work, lost development time, and resources used to find and address flaws.

4. **External Failure Costs:**
   These expenses arise from the discovery of a flaw subsequent to the product's delivery to the client. Because external failures entail warranty work, product recalls, and even reputational harm to the company, their costs can be far higher than internal ones. They stress how critical it is to identify flaws early in the development process.

b. Suggested Items for Each Subclass

1. **Prevention Costs:**
   Investing in employee education is crucial for enhancing quality awareness and skills, ensuring team members are equipped with the latest techniques to prevent faults. Coupled with the adoption of improved development methodologies like Agile and Lean, and robust quality assurance practices, these efforts aim to streamline processes, reduce waste, and improve software quality. Additionally, prioritizing upfront design and planning helps in early problem detection, allowing for timely adjustments before significant resources are allocated. Together, these strategies form the foundation of cost avoidance, focusing on preemptive measures to minimize future defect-related expenses, ensuring a more efficient and cost-effective development cycle.

2. **Appraisal Costs:**

The main goal of appraisal costs is to find bugs in software before it is released, using techniques like system, integration, and unit testing to make sure that each component and the system as a whole work as intended. Whether formal or informal, code reviews are essential for identifying problems early on and enabling developers to fix them quickly. Quality audits also help by confirming that the project is following guidelines and regulations, guaranteeing best practices and compliance. Collectively, these tasks are critical to upholding software development quality standards, reducing defect risk, and protecting the product's compliance and dependability.

3. **Internal Failure Costs:**
   When flaws are found prior to product delivery and rework is required to fix defective parts or goods, internal failure costs result. This frequently results in waste since the time, energy, and materials used to produce elements that turn out to be defective have to be thrown away or significantly altered. Furthermore, debugging is essential at this stage and calls for a significant investment of time and specialized tools in order to identify and address the underlying causes of errors in the development cycle. Effective quality control procedures are crucial early in the development process to avoid internal failures and the related expenses. These actions not only waste precious resources but also cause delays in the project timeline.

4. **External Failure Costs:**
   When customers find faults after delivery, the company must perform warranty work and pay for the necessary repairs to address the problems in accordance with the terms of the warranty, which results in external failure costs. More serious quality issues could require product recalls or replacements, which would increase expenses and logistical difficulties. In addition to the immediate monetary consequences, these mistakes frequently lead to reputational damage, which is a major but indirect expense. Such quality lapses can cause customers to lose faith in the brand, which can lower customer loyalty and possibly cost the company future business. This demonstrates how important it is to fund quality control procedures all along the development process to reduce the possibility of external failures and the severe repercussions they can cause.

Question 5: One of the objectives of a contract review is to examine development risks.

a. **List the most common types of development risks.**
b. **What proposal team activities as required regarding each of the revealed development risks?**

Answer:

It is essential to recognize and manage different kinds of development risks when examining a contract, especially when it comes to development projects (which could include anything from software development to building projects). These dangers may affect the project's budget, schedule, and general success. This is an explanation that answers both aspects of your query:

a. Most Common Types of Development Risks

1. Technical Risks:	These include obstacles pertaining to the project's execution, such unproven technologies, problems with integration, or shortcomings in the technology.
2. Project Management Risks:	These include project planning and execution hazards such scope creep, unattainable deadlines, and insufficient resource allocation.
3. Financial Risks:	These include going over budget, estimating costs incorrectly, and having problems with cash.
4. Legal and Compliance Risks:	dangers associated with breaking applicable laws, rules, or contracts.
5. Market Risks:	These include shifts in consumer demand, rivalry, and economic downturns that may have an effect on the project's feasibility.
6. Environmental Risks:	pertinent to physical development projects that involve unanticipated environmental difficulties or tragedies.
7. Operational Risks:	difficulties relating to supplier problems, logistics, or operational inefficiencies.
8. Operational Risks:	difficulties relating to supplier problems, logistics, or operational inefficiencies. Security Risks: Especially pertinent to software development and IT projects, these risks include data loss, cyberattacks, and breaches.

b. Proposal Team Activities Regarding Revealed Development Risks

1. **Technical Risks:**
   Proposal teams must conduct thorough feasibility studies to guarantee the project's technical viability in order to reduce technical risks. Prototyping and pilot programs are a useful way to test ideas and technology before implementing them on a large scale. To obtain insights and handle any technical issues early in the development process, professional consultations are also essential. Together, these efforts seek to recognize and address technical uncertainties, guaranteeing that the project's technical specifications are both realistic and in line with its objectives.

2. **Project Management Risks:**
   Creating thorough project plans with attainable deadlines and milestones is a necessary step in mitigating project management risks. Using agile project management techniques, for example, promotes flexibility and iterative development, guaranteeing that the project can adjust to changing requirements. To control deviations and match project results with original goals, scopes and

resource allocations must be reviewed and adjusted on a regular basis. By ensuring efficient resource allocation and project coordination, these actions reduce scope creep and delays.

3. **Financial Risks:**
   In order to mitigate financial risks, comprehensive cost-benefit assessments are necessary to ascertain the project's financial feasibility and prospective return on investment. A financial safety net for unforeseen expenses is provided by contingency budgets, and proactive risk management of the project's finances is ensured by the implementation of financial monitoring and control systems. By taking these precautions, the project's financial stability is preserved, and cost overruns and financial shortages are prevented.

4. **Legal and Compliance Risks:**
   Legal evaluations of all contract papers are necessary to identify potential legal difficulties and to ensure compliance with all regulatory standards, which are necessary for mitigating legal and compliance risks. Getting the required licenses and permits is essential to avoiding fines and delays in your project. These actions assist in minimizing legal risks, guaranteeing seamless project execution, and making sure the project complies with all applicable rules and regulations.

5. **Market Risks:**
   Understanding market demands and potential obstacles is essential for performing market research and analysis in order to mitigate market risks. Creating adaptable project plans enables the project to adjust to changes in the market, and putting marketing tactics into practice reduces demand risks. By coordinating the project with market demands and trends, these actions seek to guarantee the project's commercial feasibility and success in the intended market.

6. **Environmental Risks:**
   In order to examine the project's possible environmental effects, environmental impact assessments must be carried out in order to address environmental concerns. Reducing environmental harm and ensuring project resilience are achieved through the use of sustainable practices and disaster preparedness plans. In order to adhere to environmental standards and prevent legal and reputational problems, it is imperative that the requisite environmental clearances be obtained.

7. **Operational Risks:**
   Creating strong supply chain management plans is crucial to minimizing operational risks and guaranteeing a steady flow of goods and services. By putting quality assurance procedures in place, the project is guaranteed to adhere to the necessary guidelines and requirements. By providing backup suppliers and logistics choices, plans for supply chain disruptions can be mitigated, resulting in steady and effective project operations.

8. **Security Risks:**

Conducting security assessments and vulnerability scans to find potential security threats is necessary for mitigating security concerns. Cyberattacks can be prevented by putting in place extensive cybersecurity safeguards that safeguard project data and infrastructure. Creating procedures for data backup and recovery guarantees that the project can recover from data loss events fast, preserving data availability and integrity. When taken as a whole, these actions strengthen the project's security posture and guard against risks pertaining to data and security breaches.

Question 6: Referring to the model for software defect removal effectiveness and costs.

a. What assumptions rest at the foundations of the model?

b. Which three of the model's data components are based on published survey results.

Answer:

A range of presumptions and data elements form the basis of the software defect removal efficacy and cost model that is frequently cited in software engineering research and practices. These models are intended to assist organizations in estimating the costs and efficacy of their defect removal procedures. Many of these models share common assumptions and data components, even if individual models may have distinctive features.

a. Assumptions at the Foundations of the Model

1. **Defect Detection Probability:**
   Every phase of the software development lifecycle (SDLC) is thought to have a certain chance of finding flaws. Different sorts of defects (e.g., requirements faults during requirements review, coding defects during code review or testing) are more likely to be discovered in some phases than in others.

2. **Cost Variation by Phase:**
   Depending on which stage of the SDLC a problem is found and rectified, there are differences in the cost of fixing it. According to the cost escalation concept, it is generally believed that costs rise the later in the lifespan a fault is discovered.

3. **Diminishing Returns on Effort:**
   Defect elimination efforts are assumed to have diminishing returns. The cost per extra defect detected rises with increased effort invested into discovering and repairing faults, a reflection of the growing difficulty in locating and fixing remaining defects.

4. **Independence of Defect Detection Methods:**

The model frequently assumes that various defect detection techniques, such as dynamic testing, static analysis, and peer review, work independently of one another and do not substantially overlap in terms of efficacy. This presumption might not always be accurate.

5. **Defect Injection and Removal Rates:**
   It is presumable that defects are injected at different SDLC stages, and that a specific percentage of those defects may be removed at each stage.

b. Data Components Based on Published Survey Results

1. **Effectiveness of Defect Detection approaches:**
   Published surveys and empirical studies that examine defect detection rates at various phases of the Software Development Life Cycle (SDLC) are a common source of information about the efficacy of different defect detection approaches, such as unit testing, integration testing, system testing, and code reviews.

2. **Cost of Defect Removal:**
   Vital information for these models is provided by surveys and research that examine the expenses related to defect removal at various levels of the SDLC. These expenses may consist of labor hours, tool expenses, and the effect of delays brought on by fixing defects.

3. **Defect Injection Rates:**
   Publicly available survey data can also provide information regarding the rate at which flaws are added to a system at different phases of the Software Development Life Cycle. This contains information on how frequently specific fault kinds occur at different stages and how likely it is that they will be injected given the varied procedures and equipment that are being used.

Question 7: Input data to the SQA model is listed in Tables 10.1-10.3.

a. Is it possible that the data in these tables suits two of the department projects, but doesn't suit the third project? Explain your reply.

b. Provide three examples for situation where the above situation exists.

Answer:

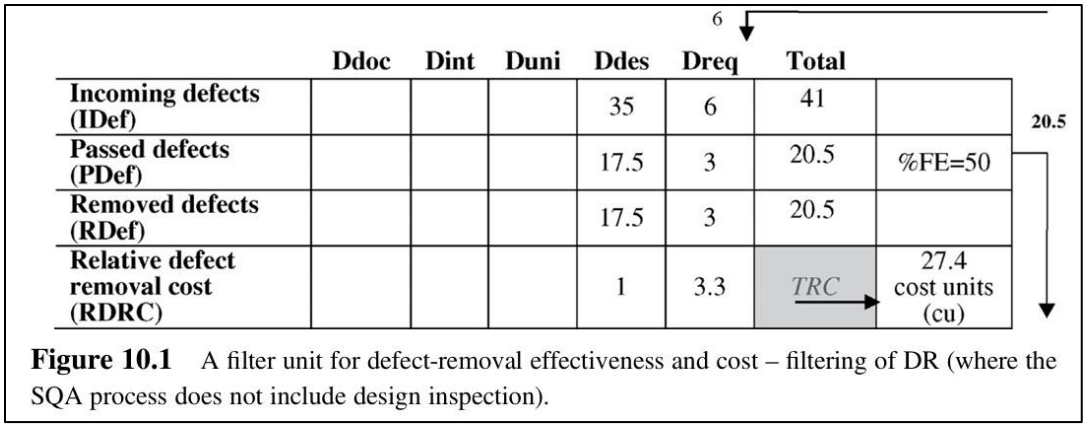

Figure 10.1 A filter unit for defect-removal effectiveness and cost – filtering of DR (where the SQA process does not include design inspection).

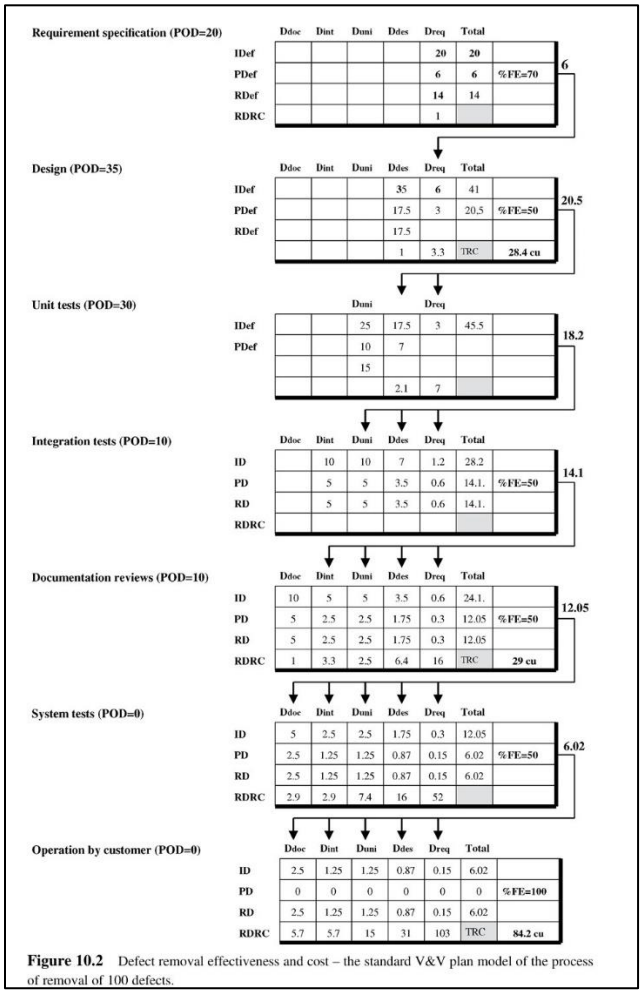

Figure 10.2 Defect removal effectiveness and cost – the standard V&V plan model of the process of removal of 100 defects.

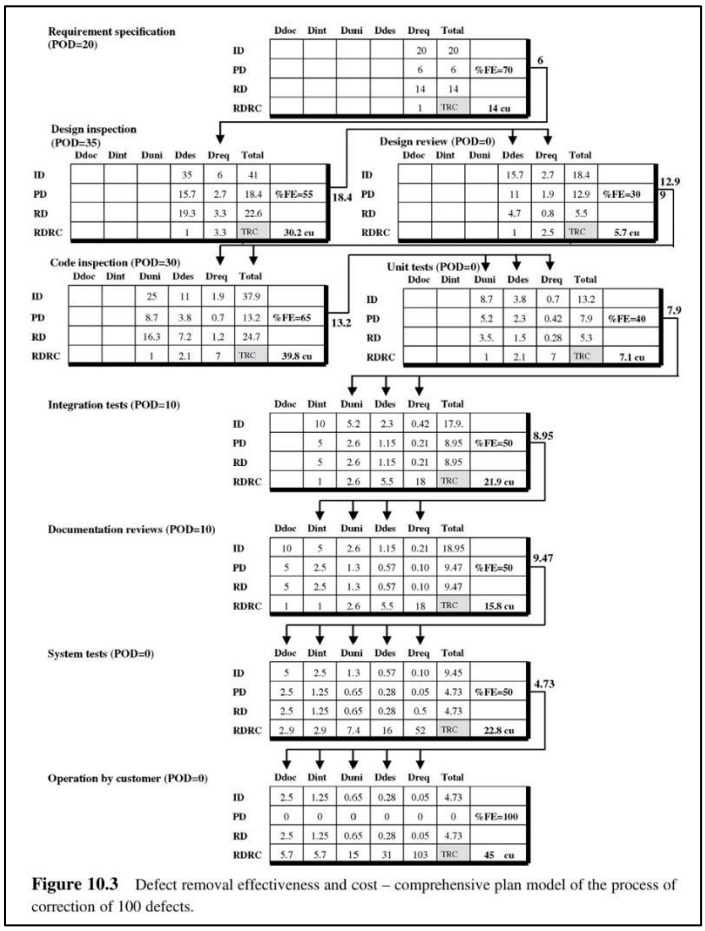

Figure 10.3 Defect removal effectiveness and cost – comprehensive plan model of the process of correction of 100 defects.

a. Yes, there's a good chance that the information in these tables works for projects in two departments but not in the third. This could occur for a few reasons:

1. **Distinct Project Features:**
   Variations in project complexities, technologies, team specialization, and other elements might affect defect dynamics and related expenses.

2. **Project Scale and Scope:**

Compared to smaller, more targeted projects, larger projects or those with a wider scope may have a distinct pattern of flaws.

3. **Processes for Quality Assurance:**
   Not every project will adhere to the same SQA procedures. The results may not apply to the third project if its SQA strategy differs (for example, by using alternative testing methodologies or adding review steps).

4. **Project Maturity:**
   Because the codebase and procedure have improved over time, projects that are more mature and have been multiple rounds of defect removal may show a lower number of incoming and passed bugs.

5. **Project Domain:**
   Specific quality standards and defect profiles that are not reflected in the data from the tables may be mandated by the industry or domain for which the project is being produced.

b. Give three instances of the circumstances.

1. **Distinct Development Methodologies:**
   The defect removal model displayed in the tables is consistent with the Agile approaches used in two projects, which include numerous iterations and continuous testing. The data is inappropriate since the third project employs a Waterfall model, which has a distinct problem finding and elimination procedure.

2. **Differing Technology Stacks:**
   The team is familiar with both projects' programming languages and frameworks, and the data in the tables corresponds to the historical defect data for each project. The third project has a different and potentially higher defect rate because it uses a new technology stack that the team is not as accustomed to.

3. **Project Size and Complexity:**
   Two of the projects for which the table data was gathered are medium-sized and have a moderate degree of complexity. The third project results in a new set of flaws that are not adequately represented by the tables since it is a large, complicated system that integrates several external systems.

Question 8: It has been said that documentation procedures are the main tool for implementing the objectives of documentation control.

a. Explain in your words the issues addressed by these procedures.

b. Discuss how each of the procedural issues mentioned in (a) contributes to achieving the objectives of documentation control while indicating the associated objectives.

Answer:

Within the framework of documentation control, documentation procedures are essential since they are the primary means of carrying out the goals of the system. These procedures cover a wide range of topics that are essential to managing and monitoring paperwork within businesses, especially in sectors like healthcare, engineering, and finance where efficiency, quality, and compliance are crucial. The following explains the problems these processes aim to solve and talks about how each helps to accomplish the goals of documentation control:

a. Issues Addressed by Documentation Procedures

1. Version Control:	preserving the history of earlier iterations of a document while guaranteeing that the most recent version is available.
2. Access Control:	Specifying who is authorized to read, alter, and distribute documents in order to safeguard private data and guarantee legal compliance.
3. Distribution and Retrieval:	ensuring that papers are quickly located and sent to the appropriate person at the appropriate time to improve productivity and decision-making.
4. Document Integrity:	preventing unauthorized additions, deletions, or tampering with documents in order to preserve their accuracy and dependability.
5. Retention and Disposal:	defining deadlines for the safe destruction of documents and the length of time they need be kept in order to meet operational and regulatory obligations.
6. Audit Trails:	establishing and keeping track of who has viewed or modified a document, promoting transparency, and making audits easier.
7. Standardization:	To guarantee consistency and understandability throughout the business, uniform formats, terminology, and procedures for document generation, storage, and dissemination should be implemented.

b. Contribution to Documentation Control Objectives

	Objective	**Contribution**

1. **Version Control**	Verify the information's relevance and accuracy.	ensures that choices are made using the most recent and pertinent information and avoids the usage of old documents, which reduces errors and miscommunications.
2. **Access Control**	Safeguard confidential data and make sure regulations are followed.	reduces the possibility of data breaches and unauthorized access by making sure that only individuals with the proper authorization can access personal information, protecting confidentiality and adhering to data protection laws.
3. **Distribution and Retrieval**	Boost productivity and judgment.	guarantees that papers are readily available to authorized users when required, cutting down on operational and decision-making process delays and enhancing overall company effectiveness.
4. **Document Integrity**	Ensure that the documents are reliable and accurate.	keeps records safe from unwanted modifications, guaranteeing that they will always be accurate and trustworthy sources of data for compliance and decision-making.
5. **Retention and Disposal**	Respect the law and control your risks.	ensures that papers are safely disposed of when the required time has passed, lowering the operational and legal risks connected with ineffective document management.
6. **Audit Trails**	Ensure openness and make compliance and audits easier.	allows for the tracking of document access and modifications, supporting regulatory compliance and making audits easier by offering transparent proof of document handling and control procedures.
7. **Standardization**	Assure uniformity and comprehensibility throughout the company.	ensures that papers have a standard structure and terminology, which makes them easier to use and comprehend across departments and

		promotes efficiency and decreases errors.