|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Team: IBM Course Year: 2013 Auditor Name: Alex Radermacher | First Audit | Extra Audit | Second Audit | Extra Audit | Third Audit | Extra Audit | Final Audit |
| Project Initiation and Planning Document |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Project Vision and Goals are identified |  |  |  |  |  |  |  |
| Project Planning completed |  |  |  |  |  |  |  |
| Stakeholders are identified |  |  |  |  |  |  |  |
| Communication Plan completed |  |  |  |  |  |  |  |
| Deliverables identified |  |  |  |  |  |  |  |
| Project metrics identified |  |  |  |  |  |  |  |
| Assumptions identified |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Weekly Report Document | 1 |  |  |  |  |  |  |
| Vision and Overall Description completed |  |  |  |  |  |  |  |
| Highlights and lowlights are listed for the week |  |  |  |  |  |  |  |
| Accomplishments and Goals are given |  |  |  |  |  |  |  |
| Weekly Reports frequently completed |  |  |  |  |  |  |  |
| Risks and Issues are listed and updated |  |  |  |  |  |  |  |
| Project Success Tracking completed | 1 |  |  |  |  |  |  |
| Weekly Reports are frequently completed |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Requirements Document |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Summary and Overall Description provided |  |  |  |  |  |  |  |
| High-Level Requirements identified |  |  |  |  |  |  |  |
| Low-Level Requirements identified |  |  |  |  |  |  |  |
| Verification for requirements is provided |  |  |  |  |  |  |  |
| Constraints and Limitations identified |  |  |  |  |  |  |  |
| Document is updated |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Software Design Document |  |  | 3, 4 |  |  |  |  |
| Document Language is clear |  |  |  |  |  |  |  |
| Overview is completed |  |  |  |  |  |  |  |
| High-level design completed |  |  |  |  |  |  |  |
| Activity, Class, and Sequence Diagrams present |  |  |  |  |  |  |  |
| UI Description and Mockup completed |  |  | 3 |  |  |  |  |
| Data Design completed |  |  | 4 |  |  |  |  |
| Non-Functional Design aspects identified |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Coding Standard |  |  |  |  |  |  |  |
| Coding standard available |  |  |  |  |  |  |  |
| Standard is clear and unambiguous |  |  |  |  |  |  |  |
| Code Review |  |  |  |  |  |  |  |
| Code stored in CMS |  |  |  |  |  |  |  |
| Code adheres to coding standard |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| MS Project Plan (Project Backlog) |  |  | 5 |  |  |  |  |
| MS Project Plan available |  |  |  |  |  |  |  |
| MS Project Plan regularly updated |  |  |  |  |  |  |  |
| MS Project Plan contains effort estimates |  |  | 5 |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Postmortem |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Project highlights and lowlights discussed |  |  |  |  |  |  |  |
| Project Size and Effort Estimates updated |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Sprint Report Document |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Sprint Planning Meeting conducted |  |  |  |  |  |  |  |
| Sprint Review Meeting conducted |  |  |  |  |  |  |  |
| Process and Project Reviews conducted |  |  |  |  |  |  |  |
| Sprint Retrospective conducted |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Trac / SVN |  |  | 2 |  |  |  |  |
| Trac site provides easy navigation |  |  | 2 |  |  |  |  |
| Trac tickets are being used |  |  |  |  |  |  |  |
| Project Documents stored in SVN repository |  |  |  |  |  |  |  |
| Team member contact information available |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Comments:**

1. Add project success tracking to future weekly reports.
2. Link to Requirements document broken on Trac site.
3. UI Description and Mockup section is missing. If not UI will be developed, that should be explicitly stated.
4. Data Design section is missing. If no additional data will be stored as part of this project that should be explicitly stated.
5. MS Project Plan does not contain size estimates.