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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |  |  |
| Document Language is clear |  |  |  |  |  |  |  |
| Overview is completed |  |  |  |  |  |  |  |
| High-level design completed |  |  |  |  |  |  |  |
| Activity, Class, and Sequence Diagrams present |  |  |  |  |  |  |  |
| UI Description and Mockup completed |  |  |  |  |  |  |  |
| Data Design completed |  |  |  |  |  |  |  |
| 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) |  |  |  |  |  |  |  |
| MS Project Plan available |  |  |  |  |  |  |  |
| MS Project Plan regularly updated |  |  |  |  |  |  |  |
| MS Project Plan contains effort estimates |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |
| Trac site provides easy navigation |  |  |  |  |  |  |  |
| Trac tickets are being used |  |  |  |  |  |  |  |
| Project Documents stored in SVN repository |  |  |  |  |  |  |  |
| Team member contact information available |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Comments:**