IEEE SQAP

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Heading descriptions and justifications are provided below

Description & Justification (heading)

Selected:

Heading/Section	Description	Justification
1. Purpose and Scope	Introduction to what the document is for and the myEventManager application that it applies to.	We need this section to clarify to the stakeholders and any other relevant persons what the purpose of this document is for and its relevance to the project.
2. Definition and acronyms	A section for the project-specific terms, abbreviations or project-wide glossary and their meaning in the document that is related to MyEventManager application.	We need this section because it provides a better reading experience to those who read the document as they can understand the specific project terms or abbreviations that are used in the document with respect to MyEventManager. Besides, it helps to simplify the document as we do not need to duplicate the definition in multiple places.
4. SQA plan overview	This section covers some of the organisational aspects of the SQA effort on MyEventManager application.	We need this section because it provides an overview of the SQA plan of MyEventManager application which can give the readers a quick understanding of what is going on.
4.1. Organisation and independence	A list of persons that are responsible for the SQA of myEventManager and their relationship to the management of the project, MyEventManager application.	This section is selected because we should know who is the person in charge of the SQA and their relationship to the management of the application. In other words, the independence between the development and SQA of the MyEventManager application.
4.2. Software Product risk	Description about the risk of the MyEventManager application. To put it in another way, this section describes the inherent risks associated with the use of MyEventManager application.	This section is selected because it is important for others to know what are the associated risks with the use of MyEventManager application, such as security risks, safety risks, etc. This could help them to better understand what could go wrong before the application is launched to the

		market and maybe take respective action to resolve it.
4.3. Tools	This section list out the software tools to be used for SQA purpose for the MyEventManager application	This section is selected to list out in detail the relevant software tools that we will be using as part of the SQA of the application.
4.5. Effort, resources, and schedule	This section stated the resources required for SQA, what their specific jobs are and estimate the effort (in terms of their time) and provide a schedule of SQA tasks with respect to the MyEventManager application.	This section is selected to detail the SQA process and how the workload was distributed amongst the team members, and what tasks were carried out by which members, alongside providing analysis on team member's efficiency as well as their accountability on succeeded and failed tasks.
5. Activities, outcomes and tasks	This section covers all the activities, outcomes and tasks that will take place for this application.	This section is selected to list out the methods our team plans to use to carry out our SQA on the MyEventManager application.
5.1. Product assurance	In this section we make sure that the application meets the quality goals. By quality goals, they are referring to documents that will confirm the plans, evaluate the application, will the application be accepted, its product life cycle.	This section is selected as it functions as the core of the SQAP with respect to the MyEventManager application, and to ensure the final product is as expected.
5.1.1 Evaluate plans for conformance	This section includes documents that contain details of the MyEventManager application. These documents include requirements documents, design documents and plans and schedules.	The reason for this section to be selected is that end users might want proper usage advice of the functions of this application so they can avoid any errors. In case of any bugs in the application, developers might want to refer to requirement and design documents.
5.1.2 Evaluate product for conformance	This section includes description of the verification steps of MyEventManager and its accordance with the MyEventManager application's requirements and design.	The reason for the selection of this section is because it would help in regression testing of MyEventManager, as well as help create documents to verify the design artefacts against the

	Separate documents would be created that would contain details of testing as well as relevant information regarding any specific test strategy.	requirements of the application. Performance and other testing results of the application would also be recorded in this section. Thus, we can ensure that the application developed meets all the requirements stated.
5.1.3 Evaluate product for acceptability	This section will describe how to determine whether the MyEventManager application will be accepted by the users.	This section is selected because here we can test whether the application is usable for the customers. With respect to MyEventManager application, are they able to access all the functions, is it easy for them to download it, can they navigate through the pages easily, are all the contents being displayed and of the drop box menu show the desired result of the input provided by the user.
5.1.4 Evaluate product life cycle support for conformance	This section would be used to evaluate the post-release support plans for the application as well as monitor quality after release to inspect for bugs and whether the post release of the application would be able to meet terms of any contract made with the customer/user.	The reason this section is being selected is because it would help in monitoring the post-release support for quality (for instance, regression testing for releases, or response times for bug reports).
5.1.5 Measure products	This section would be used for describing the code quality, test metrics, and defect metrics of the MyEventManager.	The reason why this section is selected is because it would help to list the numerical measurements of the application and use them for assessing the quality of the product, through several metrics, such as, defect, test, and code quality.
5.2. Process assurance	This section will be describing how the team can ensure the process of building MyEventManager application conforms to the project management plan.	The reason that this section is being selected is that the processes of developing the application can have a direct impact on the time and budget needed to complete the application. As a haphazard process might lead to a high-quality application but cost more than budgeted. Besides,

		a good process can greatly increase the chance of delivering a high-quality MyEventManager application.
5.2.1. Evaluate life cycle processes for conformance	Description of how the life cycle processes described in the management plan are reasonable given the MyEventManager application and the actual processes are identical to those in the management plan.	As mentioned above, the processes of developing the application do play an important role in ensuring the quality and controlling the budget. The development team of MyEventManager application might have limited time and budget. Hence, the evaluation of the life cycle processes can always ensure that the actual processes are feasible and on the right track in order to optimise all the resources or budgets given.
5.2.2. Evaluate environments for conformance	Description of how the programming and test environments match the requirements and/or the project management plan of MyEventManager application	Although the MyEventManager application is meant for personal usage on personal computers and it is a small or moderate project, it is still important to ensure that the developing team are having the same development or test environments as the requirement to ensure everything works smoothly within each other. Hence, evaluating the environments for conformance is needed.
5.2.4 Measure processes	Description of the way of ensuring that process metrics are appropriate to the MyEventManager application and measurement activities are carried out according to the plan	This section is selected because process metrics include items such as developer productivity measurements, progress measurements, etc. These are important to ensure the progress of the application and to maintain the quality of the application as the application would be published to the market and used by the public. Therefore, ensuring the processes metrics are appropriate is important.
5.2.5 Assess staff skills and knowledge	Description of how to assess the staff assigned to the MyEventManager application	This section is needed because MyEventManager application will be published to the market and

	having the right mix of skills and knowledge to complete the project.	used by the public or end user, so the development team can and need to choose the staff that has the right set of skills and knowledge to develop the computer application that meets the specification and works on the different operating systems. The staff in the development team are one of the key points in producing a high-quality application using scarce resources.
6.2. Quality Measurements	Measuring the quality of the software using software metrics.	This section is selected because it is important to ensure the quality of the software in aspects such as size, amount or dimensions meets the requirement as it needs to be installed by the public users.
6.5. Risks to performing SQA	Risk analysis for the SQA activities. In other words, identify the risk that could disrupt the SQA tasks on MyEventManager application. Then, analyse their likelihood and impact and propose mitigation activities based on that analysis.	This section is selected because it is important to identify what are the possible risks that might occur and interrupt the SQA tasks that are going to be performed and take action to mitigate the problem. This is important to ensure that the SQA tasks can be done smoothly so that a high-quality product can be produced.
6.6. Communication strategy	Describe how the results of SQA on MyEventManager application will be reported to relevant stakeholders	This section is needed because we need to know how the SQA results can be reported efficiently to all the stakeholders associated with the MyEventManager application and ensure it can be understood by them.
6.7. Non-conformance process	Describe which part of the process does not match with the project management plan of MyEventManager application.	This section is selected because we need to know which process in the development phase does not follow the fixed requirement/plan, the reason and what are the consequences of not following the actual plan. Knowing this might help the team to figure out whether or not to propose a solution to solve it.

7.1 Analyse, identify, collect, file, maintain and dispose	This section holds details about the type of documents that need to be kept, what information will these documents have, who will maintain them and how they will be stored.	This section is selected because we need to know about the written details of this application, for example, the manuals, stakeholder details, finance etc. Any upgrade to any function would mean we have to dispose of function details. We can also collect details on how users like the application, and how we can improve.
7.2.Availability of records	This section holds details on who will have access to documents and who it will be available to.	This section is selected because we need to know for example who will have rights to which data. Not all data can be available to everyone.

Non-Selected:

Heading/Section	Justification
3. Reference documents	We excluded this section because the MyEventManager application does not relate to other applications. Besides, it is a non-commercial product and does not follow any company or industry-wide standard.
4.4. Standards, practices, and conventions	We excluded this section because the MyEventManager application is an event manager intended for use on personal computers. Since it is for personal usage, hence it will not be used in any of the high-risk industries and thus does not need to follow any standard of SQA techniques.
5.2.3. Evaluate subcontractor processes for conformance	We excluded this section because the MyEventManager application is considered a small or moderate project for personal computers. So, the development and test processes of the application would not be too difficult and do not need to be subcontracted to a third party.
6.1. Contract review	We excluded this section because according to the specification, the MyEventManager application is meant for personal usage, so it is most likely not for commercial use. So, it is not developed based on a contract.
6.3. Waivers and deviations	We excluded this section considering MyEventManager application is a small or moderate application which is not applicable in this case.

6.4. Task Repetition	We excluded this section because we cannot think of any scenario where we need to perform the SQA tasks again if everything is done perfectly before and this is a small application.