|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Team: Team 1 Course Year: 2014 Auditor Name: Jamie Smith | First Audit | Extra Audit | Second Audit | Extra Audit | Third Audit | Extra Audit | Final Audit |
| Project Initiation and Planning Document | x |  | x |  | X |  | X |
| Document language is clear | x |  | x |  | X |  | X |
| Project Vision and Goals are identified | x |  | x |  | X |  | X |
| Project Planning completed | x |  | x |  | X |  | X |
| Stakeholders are identified | x |  | x |  | X |  | X |
| Communication Plan completed | x |  | x |  | X |  | X |
| Deliverables identified | x |  | x |  | X |  | X |
| Project metrics identified |  |  | x |  | X |  | X |
| Assumptions identified | x |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |
| Weekly Report Document | x |  | x |  | X |  | X |
| Vision and Overall Description completed | x |  | x |  | X |  | X |
| Highlights and lowlights are listed for the week | x |  | x |  | X |  | X |
| Accomplishments and Goals are given | x |  | x |  | X |  | X |
| Weekly Reports frequently completed | x |  | x |  | X |  | X |
| Risks and Issues are listed and updated |  |  |  |  | X |  | X |
| Project Success Tracking completed |  |  |  |  | X |  | X |
| The team is tracking issues and tasks | x |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |
| Requirements Document | x |  | x |  | X |  | X |
| Document language is clear | x |  | x |  | X |  | X |
| Summary and Overall Description provided | x |  | x |  | X |  | X |
| High-Level Requirements identified |  |  |  |  | X |  | X |
| Low-Level Requirements identified |  |  |  |  |  |  |  |
| Verification for requirements is provided |  |  |  |  |  |  |  |
| Constraints and Limitations identified |  |  |  |  |  |  |  |
| Document is updated | x |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |
| Software Design Document | x |  | x |  | X |  | X |
| Document Language is clear | x |  | x |  | X |  | X |
| Overview is completed | x |  | x |  | X |  | X |
| High-level design completed | x |  | x |  | X |  | X |
| Activity, Class, and Sequence Diagrams present | x |  | x |  | X |  | X |
| UI Description and Mockup completed |  |  | x |  | X |  | X |
| Data Design completed | x |  | x |  | X |  | X |
| Non-Functional Design aspects identified |  |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |
| Coding Standard | x |  | x |  | X |  | X |
| Coding standard available | x |  | x |  | X |  | X |
| Standard is clear and unambiguous | x |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |
| Code Review | x |  | x |  | X |  | X |
| Code stored in Source Control | x |  | x |  | X |  | X |
| Code adheres to coding standard | x |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |
| MS Project Plan (Project Backlog) | x |  | x |  | X |  | X |
| MS Project Plan available | x |  | x |  | X |  | X |
| MS Project Plan regularly updated | x |  | x |  | X |  | X |
| MS Project Plan contains effort estimates | x |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |
| Project Postmortem |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Project highlights and lowlights discussed |  |  |  |  |  |  |  |
| Project Size and Effort Estimates updated |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Sprint Report Document | x |  |  |  | X |  | X |
| Document language is clear | x |  |  |  | X |  | X |
| Sprint Planning Meeting conducted | x |  |  |  | X |  | X |
| Sprint Review Meeting conducted |  |  |  |  |  |  |  |
| Process and Project Reviews conducted |  |  |  |  |  |  |  |
| Sprint Retrospective conducted |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Webcourses | x |  | x |  | X |  | X |
| Project Documents stored in Webcourses | x |  | x |  | X |  | X |
| Team member contact information available | x |  | x |  | X |  | X |
|  |  |  |  |  |  |  |  |

**Comments:**

1. Notes should be placed here.