

**Version History**

Ver. No.	Authors	Date	Reviewers	Review Date	Release Date
1.0	Application Development Team	27-Aug-2018	QMF	31-Aug-2018	03-Sep-2018
1.1	Application Development Team	23-Dec-2018	QMF	27-Dec-2018	09-Jan-2019
1.2	Application Development Team	22-Feb-2019	QMF	22-Feb-2019	22-Feb-2019
1.3	Application Development Team	20-Mar-2019	QMF	20-Mar-2019	20-Mar-2019
2.0	Application Development Team	02-Dec-2019	QMF	13-Dec-2019	16-Dec-2019
3.0	Application Development Team	02-Nov-2020	QMF	06-Nov-2020	10-Nov-2020

**Change History**

Ver. No.	Section	Date	Change Information	RFC No.
1.0	All	03-Sep-2018	New Release	-
1.1	9.0	09-Jan-2019	Updating the Quality Objectives	
1.2	5.0, 7.1.1, 7.1.2, 7.1.4, 7.2.10	22-Feb-2019	Renamed Business Requirement Document as Requirements Understanding Document	Document Modification Form
1.3	4.0, 7.4.3	20-Mar-2019	Guidelines for Secure Coding Practice added to the document list and updated Code Review and Rework section	-
2.0	All	16-Dec-2019	Annual Review	-
3.0	All	10-Nov-2020	Annual Review	-

## Table of Contents

1.0	Objectives.....	4
2.0	Scope.....	4
3.0	Policy.....	4
3.1	Policy Statement .....	4
3.2	Framework to Support or Implement this Policy.....	4
4.0	References to (checklists, forms, guidelines, lists, standards, templates, other processes) .....	4
5.0	Entry Criteria.....	5
6.0	Responsibilities .....	6
7.0	Process Description.....	6
7.1	Requirement Analysis.....	6
7.1.1	Gather Information .....	7
7.1.2	Study and Analyze .....	7
7.1.3	Define the Requirements.....	7
7.1.4	Prepare Requirements Understanding Document (RUD).....	8
7.1.5	Review and Rework .....	8
7.1.6	Release and Sign-off .....	8
7.2	High Level Design .....	8
7.2.1	Design System Architecture .....	8
7.2.2	Define Logical Data Model .....	8
7.2.3	Define Modules .....	8
7.2.4	Identify Standards .....	9
7.2.5	Identify Project Risks .....	9
7.2.6	Prototyping (if required).....	9
7.2.7	Prepare High Level Design Document (HLD).....	9
7.2.8	Review and Rework .....	9
7.2.9	Test Cases Preparation .....	9
7.2.10	Project Re-Estimation / Cost .....	9
7.2.11	Approval by Senior Team Members .....	9
7.3	Low Level Design.....	9
7.3.1	Study the Impact of System Wide Concepts .....	10
7.3.2	Define Inputs / Outputs, System Processes and Components.....	10
7.3.3	Define Physical Data Model and Physical Data Objects .....	10
7.3.4	Prepare Low Level Design Document (LLD) .....	10
7.3.5	Review and Rework .....	10
7.3.6	Release and Sign-off .....	11
7.4	Coding Process .....	11
7.4.1	Study the Low Level Design (LLD).....	11
7.4.2	Build the Unit / Component.....	11
7.4.3	Code Review and Rework .....	12
7.4.4	Test Unit / Component and Rework.....	12
7.4.5	Release and Sign-off .....	12
7.4.6	Update Traceability Matrix .....	12
7.5	System Documentation .....	12
7.5.1	Initialization.....	13
7.5.2	Prepare System Document .....	13
7.5.3	Review and Rework .....	13
7.6	User Acceptance .....	13
7.6.1	User Acceptance.....	13
7.6.2	Deemed User Acceptance.....	13

7.7	Installation .....	13
7.7.1	Preparatory Work.....	14
7.7.2	Install the Application / Product .....	14
7.8	Data Migration .....	14
7.8.1	Conduct Data Migration .....	14
7.8.2	Check Data Integrity .....	14
7.8.3	Review .....	15
7.9	Parallel Run .....	15
7.9.1	Parallel Run .....	15
7.9.2	Review .....	15
7.10	Training .....	15
7.10.1	Preparatory Work.....	15
7.10.2	Conduct User Training .....	16
7.11	Project Closure .....	16
7.11.1	Complete Project Metrication.....	16
7.11.2	Update Project Information Base .....	16
7.11.3	Conduct Development Closure Audit .....	16
7.11.4	Conduct Development Closure Meeting .....	16
7.11.5	Release Project Resources .....	17
8.0	Quality Mechanisms .....	17
9.0	Quality Objectives.....	17
10.0	Identified Risk .....	17
11.0	Exit Criteria .....	18

## Application Development Process

### 1.0 Objectives

The objective of this document is to define the process for the Application Development Activities.

### 2.0 Scope

This process applies to all the processes, and / or sub processes under the purview of the Application Development Teams.

### 3.0 Policy

#### 3.1 Policy Statement

- NA

#### 3.2 Framework to Support or Implement this Policy

- The stated policy is implemented as per the procedure mentioned below

### 4.0 References to (checklists, forms, guidelines, lists, standards, templates, other processes)

Process Element	Description	ID
Checklists	Checklist for Risk Identification	QMS-L4-CK-ADT-01
Forms	Risk Management Plan	QMS-L4-FR-MR-03
	Requirements Understanding Document	QMS-L4-FR-ADT-01
	Requirements Traceability Matrix Form	QMS-L4-FR-ADT-02
	Test Case Form	QMS-L4-FR-ADT-03
	Defect Report Form	QMS-L4-FR-ADT-04
	Release Note	QMS-L4-FR-PM-17
	User Training Feedback Form	QMS-L4-FR-ADT-06
	Project Status Report (Dev / Infra)	QMS-L4-FR-PM-09
	Unit Test Cases	QMS-L4-FR-ADT-07
	Functional Scope Document	QMS-L4-FR-ADT-08
	High Level Design Document Template	QMS-L4-FR-ADT-09
	Low Level Design Document Template	QMS-L4-FR-ADT-10
	Knowledge -Base Document Template	QMS-L4-FR-PM-12
	User Manual Template	QMS-L4-FR-ADT-11
	Data Migration Strategy	QMS-L4-FR-ADT-12
	Data Collection Sheet	QMS-L4-FR-ADT-13
	Minutes of Meeting Form	QMS-L4-FR-MR-04
	Contract Form / SOW Format	QMS-L4-FR-PM-17
	Solution Design Document (SDD) Template	QMS-L4-FR-ADT-14
	Project Plan	QMS-L4-FR-PM-18
Guidelines	Guidelines for Information Gathering, Study and Analysis	QMS-L4-GD-ADT-01
	Guidelines for Definition of Constraints	QMS-L4-GD-ADT-02

Process Element	Description	ID
	Guidelines for High Level Design	QMS-L4-GD-ADT-03
	Guidelines for Low Level Design	QMS-L4-GD-ADT-04
	Guidelines for Testing	QMS-L4-GD-ADT-05
	Guidelines for Secure Coding Practice	QMS-L4-GD-ADT-06
<b>Lists</b>	NA	NA
<b>Standards</b>	Standards for Coding in Dot Net	QMS-L4-CD-ADT-01
	Standards for Coding in Java	QMS-L4-CD-ADT-02
	Standards for Coding in ASP	QMS-L4-CD-ADT-03
	Standards for Coding in C	QMS-L4-CD-ADT-04
	Standards for Coding in C++	QMS-L4-CD-ADT-05
	Standards for Coding in Visual Basic	QMS-L4-CD-ADT-06
	Standards for System Documentation	QMS-L4-CD-ADT-07
<b>Other Processes</b>	NA	NA

## 5.0 Entry Criteria

Inputs	Source Processes
Approved Project Plan	Approved Project Plan
Approved RFCs	Approved RFCs
Project related documents / communications	Project related documents / communications
Approved Requirements Understanding Document (RUD) / Approved Requirements Understanding Document	Approved Requirements Understanding Document (RUD)
Approved Prototype (if applicable)	High Level Design Process
Approved High Level Design Document (HLD)	High Level Design Process
Low Level Design (LLD)	Low Level Design (LLD)
Installation Instructions / Note / Manual	Installation Instructions / Note / Manual(Incase installation of software)
Work Breakdown Structure	
Data Migration Tools (optional)	--
Project Plan	Project Plan
Project Information Base Document	Project Execution and Control Process

Project File	--
--------------	----

## 6.0 Responsibilities

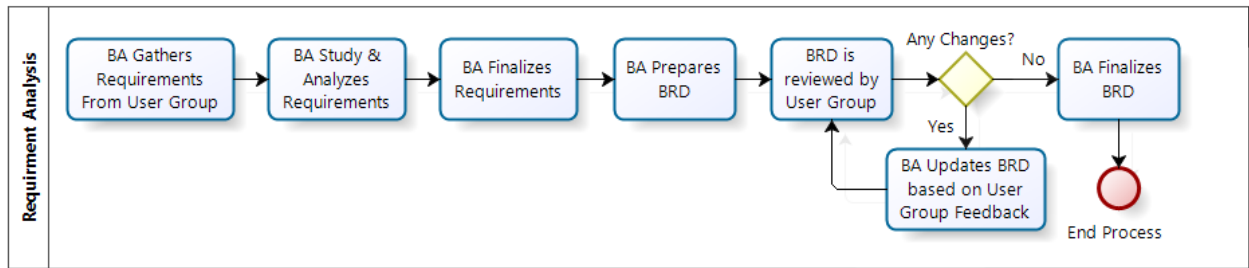
Role	Responsibilities
Project Manager (PM)	<ul style="list-style-type: none"> <li>Responsible for overall process</li> <li>Manage overall process</li> <li>Perform development closure activities</li> </ul>
Business Analyst (BA)	<ul style="list-style-type: none"> <li>Capture, gather, study, analyze and document the requirements</li> <li>Review and verification of test cases</li> <li>Review and verification of final product</li> </ul>
Reviewer/(s)	<ul style="list-style-type: none"> <li>Review FSD</li> <li>Review HLD and prototype</li> <li>Review of LLD</li> <li>Review code</li> <li>Review Test Cases</li> <li>Review Project Plan</li> <li>Review system documents</li> </ul>
Designer	<ul style="list-style-type: none"> <li>Create prototype</li> </ul>
Project Leader (PL) / Technical Lead (TCL)	<ul style="list-style-type: none"> <li>Manage overall Process</li> <li>Prepare High Level Design Document (HLD)</li> <li>Conduct user training</li> </ul>
Team Member (TM) / Tester	<ul style="list-style-type: none"> <li>Prepare and rework on code</li> <li>Prepare Low Level Design Document (LLD)</li> <li>Responsible for all user acceptance related activities</li> <li>Install Product / system / software</li> <li>Responsible for all data migration activities</li> <li>Prepare Training Material</li> <li>Prepare Test Cases</li> <li>Execution of Test Cases</li> <li>Prepare Defect Report</li> <li>Prepare all system documents</li> <li>Ensure customer documents conform to required standards</li> </ul>
SQA	<ul style="list-style-type: none"> <li>Conduct Process Compliance Review</li> </ul>

## 7.0 Process Description

### Overview Diagram

Refer below to specific process for flowchart.

### 7.1 Requirement Analysis



## 7.1.1 Gather Information

- BA prepares for information gathering as per the Preliminary Preparations section of Guidelines for Information Gathering, Study and Analysis.
- BA prepares checklist/s or questionnaire/s relevant to the specific area/s of the study / investigation
- BA interviews the personnel concerned to gather needs, expectations, constraints and interfaces related to customer requirements as per the Interviewing section of Guidelines for Information Gathering, Study and Analysis, and records it in the Requirements Understanding Document.

## 7.1.2 Study and Analyze

- BA studies and analyzes the gathered information as per the Study and Analysis section of Guidelines for Information Gathering, Study and Analysis.
- BA, if necessary, as identified in the Project Plan
  - Prepares the understanding document using Requirements Understanding Document.
  - Ensures that the Our Understanding Document is reviewed by identified team member and reworked
  - Obtains customer approval of Our Understanding Document
- BA, if necessary, as identified in the Project Plan
  - Identifies gaps between 'as-is' processes and 'to-be' processes
  - Documents the process gaps in the Requirements Understanding Document Template.

## 7.1.3 Define the Requirements

- BA defines the requirements by considering the following criteria
  - Current system functions & features,
  - Solution to the existing problems, if any,
  - New requirements including the user interface requirements, if applicable
  - Statutory and Regulatory requirements, if applicable
  - Challenges, assumptions and constraints if any
- BA defines the functionality and identifies Inputs(Source systems / input processes) and Outputs (system / reports / process)
- BA maps the Roles & Responsibilities of proposed functions to departments / individuals
- BA confirms the standards applicable to the system and to be followed
- BA analyses the application related risks as per Requirements Management section of Checklist for Risk Identification, and defines the application related constraints using Guidelines for Definition of Constraints.

#### 7.1.4 Prepare Requirements Understanding Document (RUD)

- BA prepares the RUD by incorporating all the definitions and analysis using Requirements Understanding Document Template, using appropriate tool , if applicable, as identified in the Project Plan

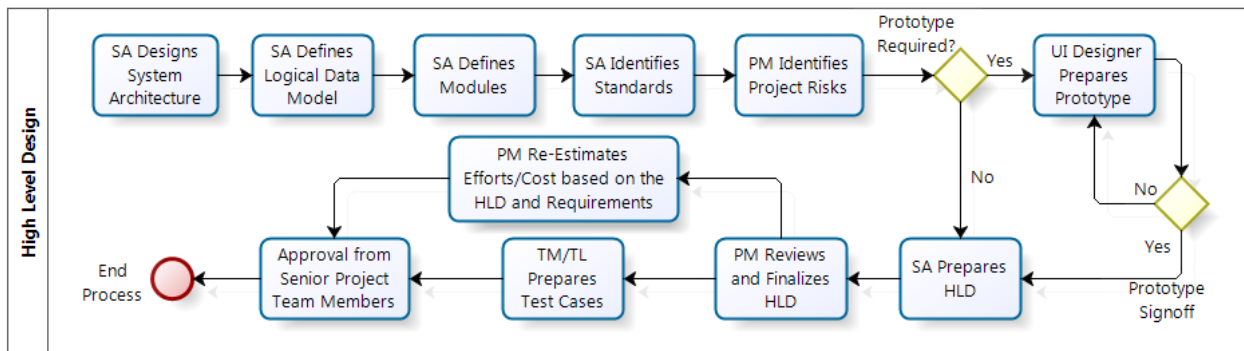
#### 7.1.5 Review and Rework

- PM identifies the reviewer/(s) and review mechanism
- Reviewer/(s) reviews as per RUD
- BA reworks on all the review comments as per the Change Management Process,
- BA prepares the Requirement Traceability Matrix using Requirements Traceability Matrix Form.

#### 7.1.6 Release and Sign-off

- PM releases the RUD to the customer as per the Delivery Process.
- PM discusses with customer to understand if a walkthrough of the document would be required to facilitate sign-off from their team
- PM ensures that the RUD is signed-off by the customer and subsequently Baselined

### 7.2 High Level Design



#### 7.2.1 Design System Architecture

- SA:
  - Understands the RUD
  - Lists and analyzes the constraints, assumptions and risks impacting the design phase
  - Identifies and analyzes new technologies
  - In consultation with PM, designs the system as per the System Architecture section of the Guidelines for High Level Design.

#### 7.2.2 Define Logical Data Model

- SA defines the Logical Data Model, in consultation with PM as per the Logical Data Model section of the Guidelines for High Level Design.

#### 7.2.3 Define Modules

- SA defines the system from the end user's point of view with functional navigation, screens and report layouts as per the User Procedures section of the Guidelines for High Level Design



**7.2.4 Identify Standards**

- SA in consultation with PM and the Project Team, identifies the standards for coding and User Interface as per the User Interface section of the Guidelines for High Level Design

**7.2.5 Identify Project Risks**

- PM analyzes the Project risks and its consequences using the Checklist for Risk Identification, and updates the Project Plan accordingly

**7.2.6 Prototyping (if required)**

- UI Designer develops the prototype in consultation with PM as per the Prototyping section of the Guidelines for High Level Design
- PM ensures that the Prototype is reviewed as per the Review Process, and review comments are adequately addressed
- PM obtains customer approval on the Prototype

**7.2.7 Prepare High Level Design Document (HLD)**

- SA in consultation with PM incorporates the above definitions, analysis and creates the HLD using the High Level Design Document Template.

**7.2.8 Review and Rework**

- PM identifies the reviewer/(s) and review mechanism
- Reviewer/(s) reviews the HLD as per the Review Process
- SA reworks on all the review comments as per the Change Management Process
- Reviewer ensures that all the review comments are adequately addressed and approves the HLD and the Prototype
- SA updates the Requirement Traceability Matrix using Requirements Traceability Matrix Form

**7.2.9 Test Cases Preparation**

- TM/TL prepares Test Cases based on approved HLD Document

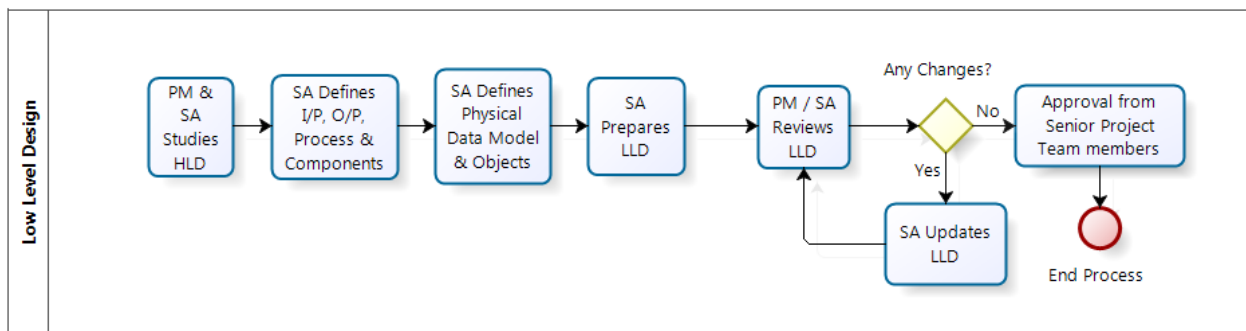
**7.2.10 Project Re-Estimation / Cost**

- PM re-estimates efforts and costing of the project based on approved Requirements Understanding Document.
- PM updates Project Plan Document based on Re-Estimation

**7.2.11 Approval by Senior Team Members**

- PM releases the HLD to the customer as per the Delivery Process
- Senior Team Members reviews HLD and approves the same
- PM base-lines HLD on approval

**7.3 Low Level Design**



## 7.3.1 Study the Impact of System Wide Concepts

- PM and SA study, discuss and finalize:
  - The general design features affecting the whole system
  - The extent of the impact / inclusion of the System Wide Concepts viz; Distributed Processing Concept, Security Concept, Logging Concept and Migration Concept which are described in the Guidelines for Low Level Design
  - The standards that will be used during the Design and Development phases

## 7.3.2 Define Inputs / Outputs, System Processes and Components

- BA:
  - Prepares the detailed Process Model in synchronization with the Processing Logic as defined in the HLD using the Guidelines for Low Level Design
  - Lists inputs, outputs and interfaces to the system and defines implementation of the required functionalities in terms of components i.e. Menus, Screens and Options
  - Groups system components for structural unification and conducts check to identify multiple usage of components (reusability) within the group of components

## 7.3.3 Define Physical Data Model and Physical Data Objects

- SA studies the Logical Data Model defined in the HLD and converts it into the Physical Data Model for the database chosen using Data Model section of the Guidelines for Low Level Design
- SA defines the Physical Data Objects and documents them using Physical Database Objects section of the Guidelines for Low Level Design

## 7.3.4 Prepare Low Level Design Document (LLD)

- SA prepares the Low Level Design document (LLD) using the Low Level Design Document Template

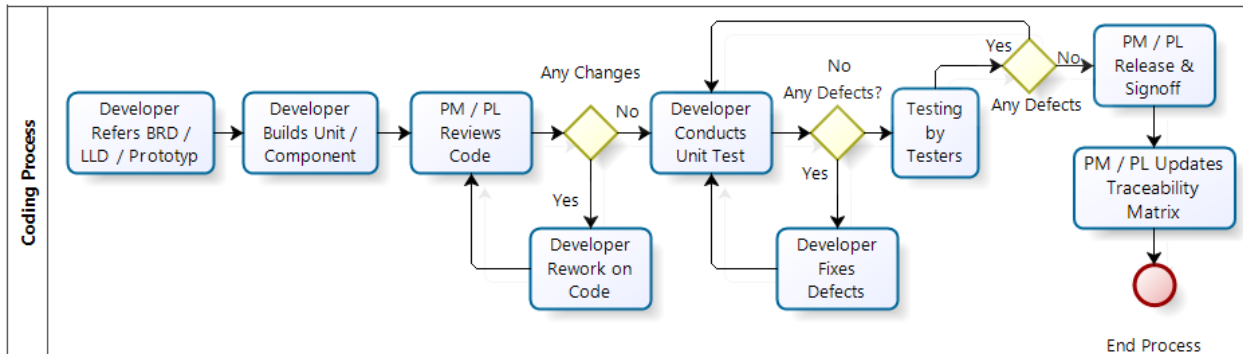
## 7.3.5 Review and Rework

- PM identifies the reviewer/(s) and review mechanism
- Reviewer/(s) reviews the LLD as per the RUD
- SA reworks on all the review comments as per the Change Management Process
- Reviewer ensures that all the review comments are adequately addressed and approves the LLD
- SA updates the Requirement Traceability Matrix using Requirements Traceability Matrix Form

### 7.3.6 Release and Sign-off

- PM releases the LLD to the customer as per the Delivery Process
- PM ensures that the LLD is signed-off by the customer and subsequently baselined

## 7.4 Coding Process



### 7.4.1 Study the Low Level Design (LLD)

- PM identifies and allocates resource for the developmental activities
- Developer studies the LLD and obtains required clarification, if any, from Project Manager / Leader /TCL
- Developer uses any one of the following development techniques / Tools:
  - Structured programming
  - Object-oriented programming
  - Automatic code generation
  - Code reuse
  - ETL / BI tool

### 7.4.2 Build the Unit / Component

- PM identifies the coding standards to be used for the developmental activities as per the following table:

Standards	ID
Standards for Coding in Dot Net	QMS-L4-CD-ADT-01
Standards for Coding in Java	QMS-L4-CD-ADT-02
Standards for Coding in ASP	QMS-L4-CD-ADT-03
Standards for Coding in C	QMS-L4-CD-ADT-04
Standards for Coding in C++	QMS-L4-CD-ADT-05
Standards for Coding in Visual Basic	QMS-L4-CD-ADT-06
Standards for System Documentation	QMS-L4-CD-ADT-07

- Developer develops the code units from LLD using the selected coding Standards
- Code developed by the team members is as per the design, and requirements
- Developer Integrates the necessary components as per Components Integration Plan section of the Project Plan
- Developer in case of BI-ETL performs the necessary data loading activity using the ETL script that is developed

#### 7.4.3 Code Review and Rework

- PM / PL /TCL identifies the reviewers in case the review is planned as stated in the Quality Assurance Aspect Section of the Project Plan
- Reviewer/s reviews the code based on the selected type of review
- Developer reworks on code based on the issues found during review
- Secure Coding Practice is followed for software development as per OWASP Secure Coding Practices

#### 7.4.4 Test Unit / Component and Rework

- Developer defines and prepares the unit test cases using the Test Case Form, as per the Guidelines for Testing
- Developer identifies and lists the test data based on the unit test cases using the Test Data Sheet
- Reviewer reviews the unit test cases
- Developer reworks on the unit test cases based on the review comments
- Developer tests the Code as per the unit test cases to ensure that the unit / components meets the desired functionality
- Developer uses test data from the test data sheet for testing, if required
- Developer prepares the defect report using the Defect Report Form, or an identified tool
- Developer reworks on Code based on the defect/s found during testing

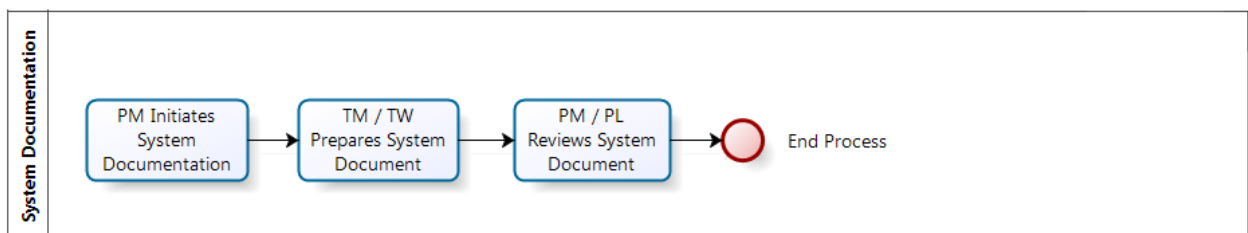
#### 7.4.5 Release and Sign-off

- PM ensures that the deliverable is verified and validated as stated in the Project Plan and ensures that the requisite test results is obtained from the team conducting the review / testing the deliverable
- PM / PL:
  - Checks out the Configurable Item to be released
  - Ensures that the deliverables are collated and consolidated from the review / testing environment
- PM ensures that:
  - The project / product to be released as per the Project Plan
  - Project / Product is protected and packed appropriately
  - A copy of the deliverable set is retained for necessary backup and archival
  - PM prepares Release Note.

#### 7.4.6 Update Traceability Matrix

- PM / PL updates the traceability matrix with Source Code Id and Unit Test Case Id using the Requirements Traceability Matrix Form,

### 7.5 System Documentation



### 7.5.1 Initialization

- PM determines the list of all customer documents as specified in the Project Plan
- TW/TM produces an outline of each document and obtains approval of the PM

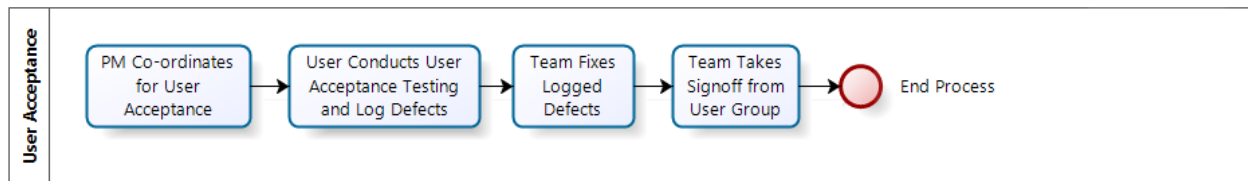
### 7.5.2 Prepare System Document

- TW/TM:
  - Gathers all the technical / functional / UI details of the product
  - Develops all the required documents as per the Standards for System Documentation
  - Prepares the User Manual using the User Manual Template, as per the Standards for System Documentation

### 7.5.3 Review and Rework

- PM identifies the reviewer/(s) and review mechanism
  - Reviewer/(s) reviews the User Manual
  - TW/TM reworks on all the review comments as per the Change Management Process,
- Reviewer ensures that all the review comments are adequately addressed and approves the User Manual
- TW/TM updates the Requirement Traceability Matrix using Requirements Traceability Matrix Form

## 7.6 User Acceptance



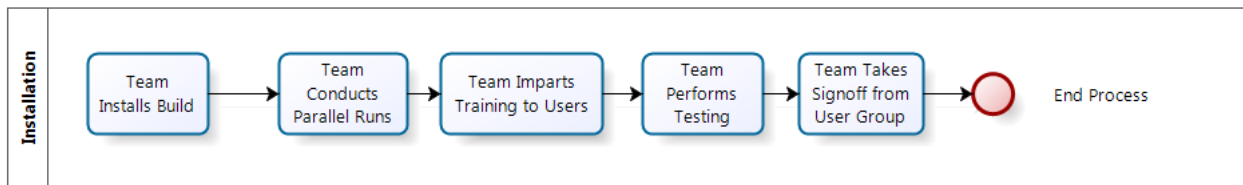
### 7.6.1 User Acceptance

- PM
  - Identifies the Team Member for carrying out the User Acceptance related activities
  - Ensures that the User Acceptance Test and any other activities (if any) as specified in the Project Plan and/or Proposals/Contracts have been successfully completed
  - Formally informs the user of the completion and requests for a formal acceptance or sign off, stating a time-out criteria
  - Obtains User signs-or a formal acceptance
  - Files the user acceptance in the Project File

### 7.6.2 Deemed User Acceptance

- PM in consultation with DH / PH decides whether to apply the deemed acceptance criteria in case of no formal acceptance is received as stated in the Project Plan
- PM informs the users accordingly

## 7.7 Installation



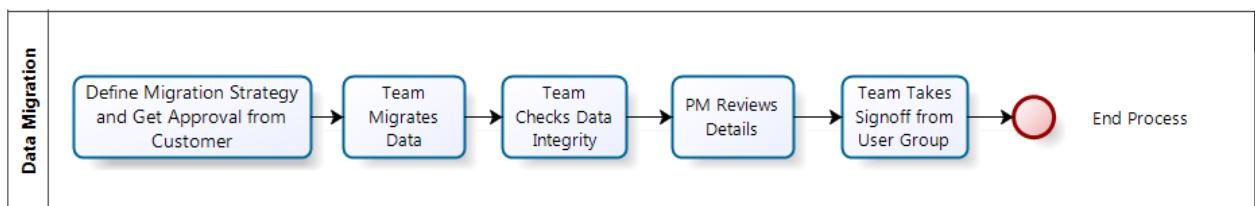
## 7.7.1 Preparatory Work

- PM identifies the team members for all the installation activities
- TM completes all the identified pre-installation activities specified in the Installation Plan section of the Project Plan

## 7.7.2 Install the Application / Product

- TM installs the application / product as specified in the Installation Instructions / Note / Manual
- TM
  - Informs the customer about the status of installation
  - Obtains the intermediate approval from customer
  - Documents problems / errors / suggestions in the Installation Report using Installation Report Format
- PM reviews and approves the Installation Report
- PM ensures that the Installation Report is signed-off by the customer

## 7.8 Data Migration



### 7.8.1 Conduct Data Migration

- PM Defines Migration Strategy Document based on the project
- PM gets Migration Strategy Document approved by Customer
- PM identifies the TM to perform Data Migration activities
- TM performs:
  - backup of the source data
  - Data Migration using tools / programs as per Data Migration Planning section of the Project Plan

### 7.8.2 Check Data Integrity

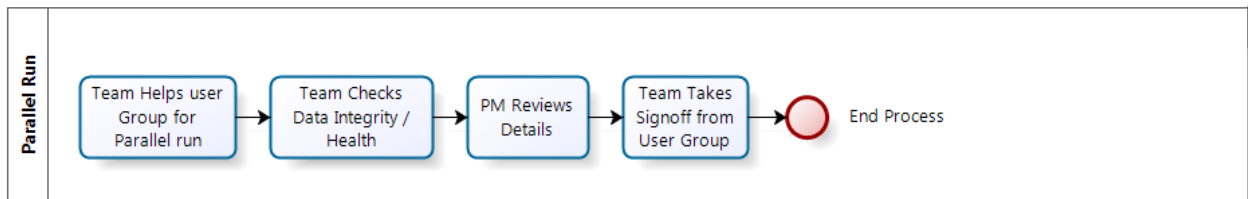
- TM performs data integrity checks with respect to the following :
  - Record sets

- Sequencing
- Add new information as identified during the Data Migration Plan
- Table changes
- Data correctness checks e.g. Sampling certain records and ensuring that all the fields are updated
- Data completeness checks e.g. Tallying total number of records, hash total. etc.

### 7.8.3 Review

- PM verifies the migrated data

## 7.9 Parallel Run



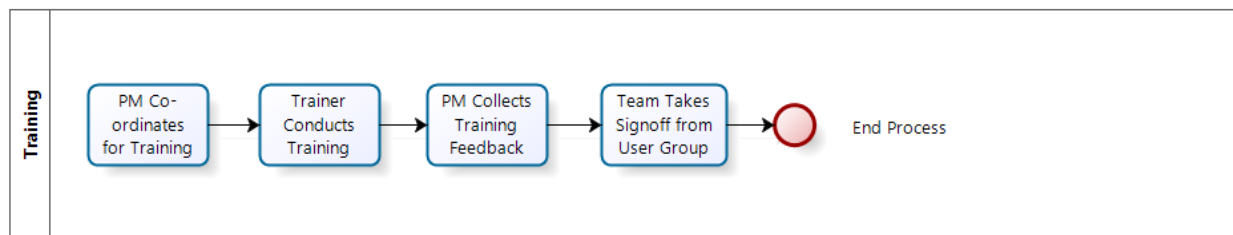
### 7.9.1 Parallel Run

- PM identifies the TM to perform Parallel Run activities
- TM:
  - Conducts parallel as per the Project Plan
  - Monitors data entry on both old and new systems
  - Documents all the user communication and follows up the same
  - Monitors the reports / outputs from both systems
  - Records and manages the discrepancies, if any

### 7.9.2 Review

- PM verifies reports generated from old and new systems and ensures discrepancies, if any, are resolved

## 7.10 Training



### 7.10.1 Preparatory Work

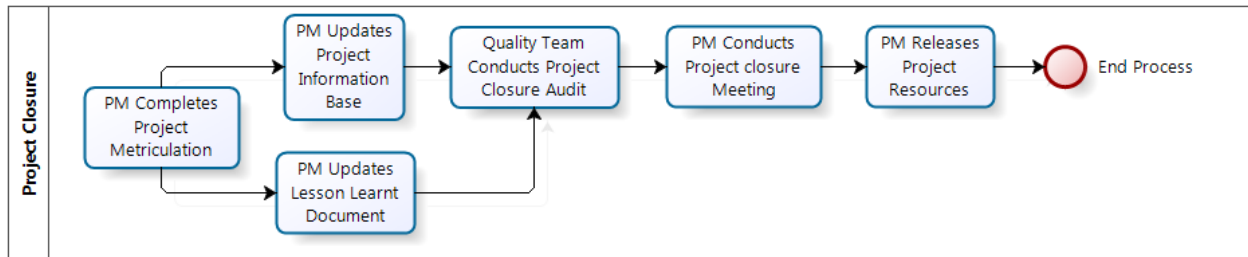
- PM identifies trainer and other team members who would participate in user training activities
- TM prepares the training material in consultation with the PM.
- PM ensures that the training material is reviewed and subsequently reworked and baselined

- PM ensures that all the prerequisites of user training are completed using Checklist for Pre-requisites of User Training

#### 7.10.2 Conduct User Training

- Trainer conducts training for the user/s using the baselined training material
- Trainer obtains training feedback , if required, using User Training Feedback Form

### 7.11 Project Closure



#### 7.11.1 Complete Project Metrication

- PM ensures that computation of all the development related measures and metrics is done in Measures and Metrics details, using Guidelines for Metrication, as per the Metrics Process,
- PM prepares Project Status Report at the end of development cycle using the Project Status Report

#### 7.11.2 Update Project Information Base

- PM updates the Knowledge Base Document Template

#### 7.11.3 Conduct Development Closure Audit

- SQA allocated to the project
  - conducts the development closure audit as per the Internal Quality Audit Process
  - ensures the closure of all Non-Compliances(NCs) raised

#### 7.11.4 Conduct Development Closure Meeting

- PM verifies the completion of all the development related activities using Checklist for Development Closure
- PM prepares Development Closure Report considering following points
  - Evaluation of success
  - Pending issues
  - Accomplishments
  - Major events influencing project development
  - Best practices followed
  - Quality standards applied and related results
- SQA verifies the Development Closure Report
- PM organizes and conducts Development Closure Meeting with all the relevant stakeholders
- PM prepares minutes of meeting using the Minutes of Meeting Form, and circulates the same to all the participants



#### 7.11.5 Release Project Resources

- PM validates the skills database updated by the respective project team members for the project
- PM releases the resources allocated to the project considering the resource requirement for the warranty phase

### 8.0 Quality Mechanisms

- Review of RUD
- Review of HLD
- Review of Prototype (if applicable)
- Review of Project Plan
- Review of LLD
- Review of Code
- Review of Test Cases
- Functional testing of unit / component
- Review of Release Note
- Data Integrity Checks
- Feedback and analysis of training
- Process Compliance Report
- Review of System Documentation

### 9.0 Quality Objectives

Sr. No	Objectives	Responsibility	Frequency of Measurement	Reporting of Measurement	Target to Achieve
1	Requirement Document Iteration	BA	Requirement Phase	Requirement documents reviews	Not to Exceed 2
2	Test Case Coverage	TL / PL / PM	Testing Phase	Test Review Logs	90%
3	Test Cycles	PM / PL / TL	Testing Phase	Defect Report	Not to exceed 3
4	UAT Critical Defects (show stopper)	PM	UAT Phase	UAT Defects	Not to exceed 4
5	Prototype Iterations	PM / PL / TL	Prototype Phase	Prototype Feed back	Not to exceed 2
6	Coding Phase Quality – Critical Observations	PL / TL	Coding Phase	Code Review Log	Not to exceed 5
7	Completion of Data Migration as per Schedule	PM / PL / TL	Data Migration Phase	Data Migration Review Report	85%

### 10.0 Identified Risk

- All risks identified for the process will be recorded into the Risk Management Plan (RMP)
- Risks will be reviewed and monitored as per the agreed schedule

## 11.0 Exit Criteria

Outputs
Approved FSD
Review Report of FSD
HLD
Prototype ( if applicable)
Review Report of HLD
Review Report of Prototype ( if applicable)
Approved LLD
Review Report of LLD
Compiled error free code (of components)
Review Report of Code
Approved of Test Cases
Review Report of Test Case
Defect Report of Unit / Component Testing
Installation programs, data migration programs, stubs, drivers etc. (ERP)
Formal User Acceptance
Formal Deemed User Acceptance Intimation
Release Note
Installed application / product
Training Feedback Form
Knowledge Base Document
Project Closure Report
Monthly Status / Quarterly Status Report
Minutes of Development Closure Meeting
System Documents
Review Records of System Documents