

Quality Plan

Enhanced APC Faculty Loading System

1. Introduction

This document, together with other referenced documents, defines the responsibilities and procedures to be adopted to ensure that the data and information produced as part of Project 114 are reliable, fit for purpose and consistent with documented objectives and deliverables. It summarises the system of internal management that governs the decisions and instructions concerning project quality assurance.

2. Project Contractual Information

| | |
|-----------------------------|--|
| Project: | <i>Enhanced APC Faculty Loading System</i> |
| Project Number: | 114 |
| Programme Co-ordinator: | <i>Ms. Rhea Valbuena</i> |
| Principal Investigators(s): | <i>Mr. Manuel Sanchez</i> |

3. Scope of Work and Quality Objectives

Scope of work:

The study covers the prioritization criteria such as Specialization, History of Teachings and Online Teaching Evaluation. It will also include few factors that will filter the data before proceeding to the matching algorithm such as Special Cases, Rules and Availability. The project also requires integration to APC's information system, database of OTE from APC's HR Module and faculty members who had 1 or more term as the reference of their History of Teaching.

QA Requirement:

4. Project Organisation

Project Manager(s):

Rafael A. Ochotorena

Task Manager(s):

Jameiah Nicole G. Jauod

Quality Assurance:

Louise Gabrielle D. Lazaro

Other Team Members:

Von Matthew S. Alfafara

Allen A. Baldovino

Subcontractors:

Ms. Roselle Gardon

User Community:

Executive and Program Directors

Technical Reviews:

Mr. Jayvee Cabardo

5. Project Duration and Scheduling

Start Date: June 8, 2016

Completion Date: December 16, 2016

Scheduling of Activities: *Gantt charts may be used to clarify complex scheduling; any milestones or holdpoints should be identified.*

6. Deliverables

Deliverables specified for the project include:

- i. Project's wiki
- ii. Github Documentation
- iii. OneNote Documentation
- iv. Status Reports
- v. Project vision and scope document
- vi. Project statement of work
- vii. Work breakdown structure
- viii. Activity List
- ix. Gantt chart
- x. Software Requirements Specification
- xi. Change Management Plan
- xii. Quality Plan
- xiii. User/Admin Manuals
- xiv. UML Diagrams
- xv. Working system/research paper

7. Review of Quality Plan

This quality plan will be reviewed every month by the group's adviser/client. A specific meeting will be held to discuss this quality plan.

8. Document and Record Control

Project documents, records, and data will be stored in each of the laptops of the team members. It will also be committed to github, uploaded to project's wiki, and put in onenote. All printed documents will be consolidated by the quality assurance/control team member. She will also label such documents.

The Quality Plan will be issued to all team members of the project.

Project Status Reports will be issued to the following:

- Von Matthew Alfafara
- Allen Baldovino
- Jameiah Nicole Jauod
- Louise Gabrielle Lazaro
- Rafael Ochotorena
- Ms. Rhea Valbuena
- Mr. Manuel Sanchez

9. Documented Procedures

The project team practices the Agile Methodology on project management to collaborate and make team decision in addition to continuous planning, continuous testing and continuous integration. As part of the project, the quality assurance/control will be responsible for monitoring every task throughout the various stages such as Requirement Phase, Analysis Phase, Design Phase, Code Phase, Test Phase, Deployment Phase and Maintenance Phase.

10. Additional Information

Unless included in associated technical procedures, any other information that has direct relevance to the quality of the product or service being provided should be included in the Quality Plan. This could include [add or delete as necessary]:

- (a) *special requirements for the procurement of services or goods, including subcontractors;*
- (b) *additional procedures and controls for the review and verification of deliverables or other documents;*
- (c) *special requirements for the identification and traceability of products, including, where applicable, the traceability of staff performing specific duties;*
- (d) *special criteria for identifying the status of inspection and test products;*
- (e) *minimum qualifications, training or experience required of staff to undertake certain activities, or any specialist staff training;*
- (f) *process control requirements, including monitoring of activities;*

- (g) *special procedures for the handling, storage, packaging, preservation and delivery of product;*
- (h) *requirement for servicing of a product for which ongoing maintenance is required;*
- (i) *specialist statistical techniques required.*

Prepared by:
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Lazaro, Louise Gabrielle D.

Date:

Checked by:
Mr. Manual Sanchez

Date:

Approved by:
Ms. Rhea Valbuena

Date: