**<Organization> Quality Attribute Workshop (QAW) - <date>**

1. QAW Overview and Introductions:

*<Obtain list of attendees/take notes as appropriate>*

2. Business/Mission Presentation:

*<Capture driving quality attributes, issues, notes>*

3. Architectural Plan Presentation:

*<Capture driving quality attributes, issues, notes>*

4. Identification of Architectural Drivers:

*<Share the information from steps 2 and 3. Then, after a few minutes, ask for clarifications*

*and corrections to the list of architectural drivers. That list will help facilitators ensure coverage*

*during scenario brainstorming.>*

5. Scenario Brainstorming:

*<Elicit raw scenarios from the stakeholder community in round-robin fashion. Use the table*

*below, inserting rows as needed.>*

*Blank Raw Scenario Table*

|  |  |  |
| --- | --- | --- |
| **Scenario#** | **Scenario#** | **Votes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

6. Scenario Consolidation:

*<Cut and paste the Raw Scenario Table above. Merge similar and duplicate scenarios using*

*stakeholders’ input. Cut and paste merged scenarios. Also merge cells in the Scenario# column*

*as necessary.>*

7. Scenario Prioritization:

*<Prioritize scenarios. Each stakeholder gets votes equal to 30% of the total number of scenarios*

*generated. Add a column titled “Votes.”>*

8. Scenario Refinement:

*<Fully develop the scenario to include details such as how long, how much, how often, when,*

*environment, who, and so forth.>*

*Blank Scenario Refinement Table*

|  |  |  |
| --- | --- | --- |
| **Scenario Refinement for Scenario N** | | |
| **Scenario(s):**  **Business Goals:**  **Relevant Quality**  **Attributes:** | |  |
|  |
|  |
| **Scenario Components** | **Stimulus:** |  |
| **Stimulus Source:** |  |
| **Environment:** |  |
| **Artifact (If Known):** |  |
| **Response:** |  |
| **Response**  **Measure:** |  |
| **Questions:** | |  |
| **Issues** | |  |

