[Project Name] Software Quality Assurance Plan

[Name of the Project/Product]

Prepared By: [your company]

Prepared For: [customer]

Approved by: Scott Wood _____

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Revision History

Date	Update(s)	Version	Author
10/04/2024	- Initial draft - Title page - Revision page - Table of Contents - Stubs	v0.1.0	- S. Sowby

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1.   Purpose and scope

- The SQAP contains updates to section 1 in accordance with guidance given in C.3.1 in IEEE 730-2014

> "This section of the SQAP identifies and describes the purpose and scope of the SQAP for the specific project. Refer to 5.1 of this standard for a description of the purpose of SQA. Table C.3 shows questions and suggested inputs related to Purpose and Scope to consider asking during the Project Planning Phase." [1] C.3.1 IEEE

- Section 1 references the Concept of Operations (CONOPS)
- Section 1 references the contract
- Section 1 clearly identifies the scope of the project (what are we doing/building and why)
- Section 1 is written from the perspective of Quality Management and clearly identifies the purpose of the document with regard to Quality Assurance

2.   Definitions and acronyms

- The SQAP contains updates to section 2 in accordance with guidance given in C.3.2 in IEEE 730-2014 and the CSE474 instructions

> "This section of the SQAP defines all relevant terms and acronyms used in the SQAP. If it is known, definitions include a source." [1] C.3.2 IEEE

- Section 2 contains at least one term or acronym and its definition
- Section 2 contains at least two terms or acronyms and their definitions
- Section 2 contains at least three terms or acronyms and their definitions

3.   Reference documents

- The SQAP contains updates to section 3 in accordance with guidance given in C.3.3 in IEEE 730-2014;

> This section of the SQAP identifies all applicable standards, industry-specific regulations and compliance documents, documents referenced by the SQAP, and any relevant supporting documents. Supporting documents may include applicable professional, industry, government, corporate, organizational, and project-specific references. Table C.4 shows questions and suggested inputs related to Reference Documents to consider asking during the Project Planning Phase. [1] C.3.3 IEEE

- Section 3 contains a reference to the contract (doesn't need to link to anything)
- Section 3 contains references with active links to any other applicable documentation identified at this stage of SQAP development

4. SQA plan overview

4.1. Organization and independence

4.2. Software product risk

4.3. Tools

4.4. Standards, practices, and conventions

4.5. Effort, resources, and schedule

5. Activities, outcomes, and tasks

5.1. Product assurance

5.1.1. Evaluate plans for conformance

5.1.2. Evaluate product for conformance

5.1.3. Evaluate product for acceptability

5.1.4. Evaluate product life cycle support for conformance

5.1.5. Measure products

5.2. Process assurance

5.2.1. Evaluate life cycle processes for conformance

5.2.2. Evaluate environments for conformance

5.2.3. Evaluate subcontractor processes for conformance

5.2.4. Measure processes

5.2.5. Assess staff skill and knowledge

6. Additional considerations

6.1. Contract review

6.2. Quality measurement

6.3. Waivers and deviations

6.4. Task repetition

6.5. Risks to performing SQA

6.6. Communications strategy

6.7. Non-conformance process

7. SQA records

    7.1.   Analyze, identify, collect, file, maintain, and dispose

    7.2.   Availability of records

References

[1] 730-2014 - IEEE Standard for Software Quality Assurance Processes, IEEE, 2014. Available: https://ieeexplore.ieee.org/document/6835311