|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Team: IBM Course Year: 2015 Auditor Name: Damian Lampl | First Audit | Extra Audit | Second Audit | Extra Audit | Third Audit | Extra Audit | Final Audit |
| Project Specification Document | 1 |  |  |  |  |  |  |
| Document contains correct spelling and grammar | 1 |  |  |  |  |  |  |
| Revision history or change tracking is available |  |  |  |  |  |  |  |
| Document is easy to navigate |  |  |  |  |  |  |  |
| Terms and Acronyms defined |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Initiation | 2-3 |  |  |  |  |  |  |
| Project Vision and Goals are identified |  |  |  |  |  |  |  |
| Project Lifecycle is described | 2 |  |  |  |  |  |  |
| Stakeholders and Resources are identified | 3 |  |  |  |  |  |  |
| Assumptions are identified |  |  |  |  |  |  |  |
| Estimates are completed |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Tracking |  |  |  |  |  |  |  |
| Tracking information and links provided |  |  |  |  |  |  |  |
| Communication Plan completed |  |  |  |  |  |  |  |
| Deliverables identified |  |  |  |  |  |  |  |
| Project metrics identified |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Requirements | 4-11 |  |  |  |  |  |  |
| Summary or Overview is provided |  |  |  |  |  |  |  |
| User Roles are identified and described |  |  |  |  |  |  |  |
| High-Level Requirements identified | 4-9 |  |  |  |  |  |  |
| Low-Level Requirements identified | 8,9 |  |  |  |  |  |  |
| Verification for requirements is provided |  |  |  |  |  |  |  |
| Constraints and Limitations identified | 10,11 |  |  |  |  |  |  |
| Requirements are up-to-date |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Software Design |  |  |  |  |  |  |  |
| Summary or Overview is provided |  |  |  |  |  |  |  |
| High-level components are identified |  |  |  |  |  |  |  |
| Activity, Class, and Sequence Diagrams present |  |  |  |  |  |  |  |
| Data Architecture is described |  |  |  |  |  |  |  |
| Design alternatives are identified |  |  |  |  |  |  |  |
| UI Description and Mockup completed |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Test Plan |  |  |  |  |  |  |  |
| Summary or Overview is provided |  |  |  |  |  |  |  |
| Tools are identified |  |  |  |  |  |  |  |
| Test data is described and links are provided |  |  |  |  |  |  |  |
| Testing schedule is identified |  |  |  |  |  |  |  |
| Test coverage information is provided |  |  |  |  |  |  |  |
| Location for test cases is provided |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Closure |  |  |  |  |  |  |  |
| Updated Goals and Vision are provided |  |  |  |  |  |  |  |
| Description of delivered solution is provided |  |  |  |  |  |  |  |
| Remaining work is described |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Deliverables |  |  |  |  |  |  |  |
| Location of project documents is provided |  |  |  |  |  |  |  |
| Location of project code is provided |  |  |  |  |  |  |  |
| Location of test results is provided |  |  |  |  |  |  |  |
| Locations of build and install process are provided |  |  |  |  |  |  |  |
| Location of user manual or help files is provided |  |  |  |  |  |  |  |
| Location of post-mortem document is provided |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Postmortem |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Project highlights and lowlights discussed |  |  |  |  |  |  |  |
| Project Size and Effort Estimates updated |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Coding Standard |  |  |  |  |  |  |  |
| Coding standard available |  |  |  |  |  |  |  |
| Standard is clear and unambiguous |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Code Review |  |  |  |  |  |  |  |
| Code stored in CMS |  |  |  |  |  |  |  |
| Code adheres to coding standard |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| MS Project Plan (Project Backlog) |  |  |  |  |  |  |  |
| MS Project Plan available |  |  |  |  |  |  |  |
| MS Project Plan regularly updated |  |  |  |  |  |  |  |
| MS Project Plan contains effort estimates |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Sprint Report Document |  |  |  |  |  |  |  |
| Document language is clear |  |  |  |  |  |  |  |
| Sprint Planning Meeting conducted |  |  |  |  |  |  |  |
| Sprint Review Meeting conducted |  |  |  |  |  |  |  |
| Sprint Retrospective conducted |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Weekly Report Document |  |  |  |  |  |  |  |
| Vision and Overall Description completed |  |  |  |  |  |  |  |
| Highlights and lowlights are listed for the week |  |  |  |  |  |  |  |
| Accomplishments and Goals are given |  |  |  |  |  |  |  |
| Weekly Reports frequently completed |  |  |  |  |  |  |  |
| Risks and Issues are listed and updated |  |  |  |  |  |  |  |
| Project Success Tracking completed |  |  |  |  |  |  |  |
| Weekly Reports are frequently completed |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Trac / SVN / Jenkins | 12-13 |  |  |  |  |  |  |
| Trac site provides easy navigation |  |  |  |  |  |  |  |
| Trac tickets are being used | 12 |  |  |  |  |  |  |
| Project Documents stored in SVN repository |  |  |  |  |  |  |  |
| Team member contact information available | 13 |  |  |  |  |  |  |
| Continuous integration tools being used |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Comments:**

1. Miscellaneous spelling/grammar:
   1. Section 1.1 Project Scope and Vision, fourth sentence should read, "…health and availability of the system's infrastructure."
   2. Section 1.1 Project Scope and Vision, fifth sentence should read, "…IBM's environment"
   3. Section 4.1, first paragraph, second sentence should read, "Jenkins is a system…."
   4. "Graphite" software name should be capitalized in all instances.
   5. Section 4.1, second paragraph, third sentence: "webserver" should be two words: "web server".
   6. Section 4.1, third paragraph, second sentence should read, "…with an all-in-one…"
   7. Section 4.1, third paragraph, fourth sentence should read, "This feature is, however, an optional…"
2. Section 2.2 Project Setup, #3: "Access" is ambiguous (user access, server access, other access?)
3. Stakeholder name should be under the "Stakeholder" column instead of "Person A", etc. Remove names from "Role" column (everything after and including the colon).
4. Remove sample/instructional text, including sample user stories table.
5. "Added" column should show when the requirement was added to the project, not when it is expected to be completed. The purpose is to know when a requirement was added to the project so its impact on existing requirements can be determined and justified.
6. Remember to include the "why" in user stories (the achievement). For example, story 700 could be, "As a developer I want a system that has automatic deployment (Chef) to make setup easy for the users."
7. Split user story 1000 into multiple stories or generalize the story and specify details in the acceptance criteria.
8. Remove sample/instructional text, including sample user story acceptance criteria table.
9. Every user story should have an associated acceptance criteria (missing acceptance criteria for user stories 100, 200, 500, 800, 1000, 1200).
10. Remove instructional text.
11. ID should correspond to a user story ID.
12. No tracking tickets created on Trac or Github Issues tab.
13. Contact info missing for team members Scott, Madeline, and Brandon (since Github wiki is public, maybe put contact info on Trac where it's password protected).