QA 1 – Group organisation

2

Every group has a project leader and deputy

The Project Manager has overall responsibility for the running of the project, and has the power to make executive decisions by which all the project members must abide.

If one isn’t decided then the Project Manager decides

The Deputy Project Leader is likely to have other significant duties on the project, and exists to support the Project Leader and to stand-in for them if they are unavoidably absent.

A Quality Assurance Manager (QA Manager) will be selected from the Project Group in the same manner as the Project Leader.

A deputy is selected for the same reason

The QA manager is responsible for ensuring that the documented QA procedures are carried out. Any planned deviation from the procedures must be agreed with the Project Manager and recorded in project minutes.

4

Informal meetings need not be minuted unless it is thought useful to do so.

At key points during the execution of the project, there will be a formal ‘review meeting’ to review current progress and to evaluate the quality of the task being reviewed e.g. the Design Specification document. The review meetings which must be held, the personnel who must be present at such reviews, and the procedures to be undertaken in a review are specified in QA document SE.QA.07, Review Standards

5

All software modules, associated software documentation, internal working documents, and documents ultimately for release to the customer, should be administered under control of a software configuration management system.

2Q – Documentation

2

Minutes of meetings should be in plain text, and should be emailed to all project members within 24 hours of the meeting.

a project title, which should include the name of the project (e.g., Group Project 07);

• the meeting purpose (e.g., Weekly Project Meeting);

• a list of the people present at the meeting plus any apologies;

• the place and date of the meeting;

• a circulation list, which should include all those present plus other persons as appropriate; for weekly project meetings, all project members plus the Project Manager should receive the minutes. • the author of the minutes;

• the date the minutes were produced;

the version number of the minutes, increased if they have to be recirculated because of errors. Following the above information should be the following headings and descriptions:

• Matters arising - this section will describe matters arising from previous meetings, in particular describing the progress of actions propagated from the previous meeting; each significant point will be numbered so that it can be referenced when being discussed;

• New business - this section will describe each significant new piece of business, numbering each item;

• AOB - this section will describe items discussed as any other business (AOB), and each significant point will be numbered.

For all sections of the minutes, actions decided upon must be indicated, and on a new line must be the word ACTION: and the email address of people designated to carry out the action.

3

All formal project documents (i.e., those identified in the Project Management standards, with the exception of the User Interface Presentation) [4] must contain the following information on the front cover:

• a title, which should clearly indicate both the project and nature of the particular document (e.g., Group Project 07 - Design Specification);

• the author(s) of the document;

• the configuration reference for the document (see QA document SE.QA.08 [3] for details of configuration references);

• the date the latest version of the document was produced;

• the version number of the document. This should be incremented if a new release of the document is made.

• the document status (see QA document SE.QA.08 [3] for details of permitted document statuses); • the name and address of the Department, together with a copyright notice. Each page within the document must contain the following information:

• a page header containing: o the title of the document (abbreviated if the full title is too long); o the version number of the document; o the status of the document, in brackets (e.g. Draft or Released); Software Engineering Group Projects – General Document Standards / 2.1 (Release) Aberystwyth University / Computer Science Page 5 of 8

• a page footer containing: o the phrase Aberystwyth University / Computer Science; o a page number in the form: Page x of y where x is the page number and y is the total number of pages; page 1 will be the front cover. Note that for a document which is not yet under change control, there should be a version number (start at v0.1) and date, and the status should be draft.

CONTENTS, INTRODUCTION, SPECIFIC SECTIONS GO HERE, REFERENCES, DOCUMENT CHANGE HISTORY

All documents must be produced using a word processor or document preparation system.

3Q – Project Management

The objective of this document is to provide a frame of reference for project management activities. It should aid the Project Leader in

• identifying tasks to be executed during the project

• planning those tasks

• ensuring the tasks are monitored and assessed

3

Project management – monitoring and directing progress on the project.

Quality assurance - all activities and functions concerned with the attainment of quality; includes the dissemination of QA standards to all group members, writing of extra QA procedures where necessary, conducting reviews.

Spike work - Exploratory coding to select and establish the suitability of specific techniques, libraries, or other technologies for specific aspects of the product and to develop expertise in their use. These aspects will be the high-risk ones, taking into account the expertise of the team members, and the desired product capability. The spike work will prepare the team to produce a design document, and will give confidence that they are able to deliver the final system.

Designing the system - working from the provided requirements specification to produce a design specification document detailing how the facilities will be implemented. This will be achieved through doing spike work to de-risk the design.

Writing the code - working from the design specification to produce source code that matches that design.

Testing the system – the specification and execution of tests designed to demonstrate that the system satisfies the requirements of the customer; this may involve writing test harnesses and the execution of several levels of testing, from unit to module to subsystem to full system testing, ending with acceptance testing carried out in conjunction with the client.

Producing maintenance information - the development of documents (e.g. a maintenance manual) and tools (e.g. Shell scripts, Makefiles) which will provide instructions or automated facilities regarding how modifications can be made to the software, and how to rebuild it. Producing the end-of-project report - the development of a report summarising the activities and final state of the project, identifying the activities carried out by each group member and describing their experiences of the project.