

Automated Commentaries for Simulated Soccer

Quality Assurance Plan

Audience	All
Author	Adrien Martel
Scope	Quality Assurance
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Sign-off sheet

Date: 17/03/2007

Document Author Signature: Adrien Martel

Document Author Name: Adrien Martel

Quality Assurance Signature: Justin Hogg

Quality Assurance Name: Justin Hogg

Project Manager Signature: Ahsan Mussa

Project Manager Name: Ahsan Mussa

* By signing this document you approve that the entire contents of the deliverable has been reviewed and is in line with the objectives of the project

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Introduction

"Quality" refers to all the good things that we would like to see in our product. We build a quality product and assure its quality by keeping quality in mind all the time and performing the selected activities below. Testing is one QA activity, but it is not the best or only one, other QA activities include the use of style guides and checklists, review meetings, use of analysis tools, and careful quality measurements and estimates. A plan is needed to select and coordinate all the QA activities.

1. Purpose

The purpose of this plan is to ensure the utmost standard is obeyed for all the material that is created within this project. This will be carried out through a number of points that each team member must comply with. If these are followed then the project should achieve consistent quality throughout. The plan will also be used to create a QA testing template to enforce a consistent QA throughout the material within this project.

2. Standards

These are the guidelines that should be obeyed for all the documents produced.

All files saved should also have the following naming conventions (no spaces allowed):

FileNameVersion.xxx
e.g. QAPlan0.1.doc

All version numbers are to be increased by 0.1 for minor changes and 1 for major changes to **documentation** files. When creating a new version, the old version must be placed in the archive folder provided.

2.1 Documentation Standards

All documents produced apart from general notes such as research notes must follow the following guidelines:

- All written documents must be written in Microsoft Word using the appropriate templates provided in the templates folder. If the document is to include a number of illustrations and is to be a length greater than 10 pages then an index page must be included. The numbering system will be setup within the template therefore the use of the wizard is essential.
- Generic Document template as found in the templates folder must be utilized when creating a new document.
 - The Front Sheet should be filled in accordingly with version numbers beginning at 0.1 (increasing by +0.1 for normal changes and 1 for important changes).

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- Version history must just contain the updates that were made to the document including initials of the modifier. Use new lines appropriately. All version changes must be saved as a separate file (in-line with the filename version).
- Scope should be chosen from the most appropriate scope area, if in doubt as the QA analyst.
- The reviewed field must be completed once the project manager has deemed the document as finalised. The font should already be defined within the template as an Arial 12.
- The numbering format should be used as is used in this document. Please work out your headings using the outline view so that the numbering is kept in-line throughout the document.
- All references to other documents must include the use of a superscript with a relevant reference as a footnote of that page. If a high number of references are used then a separate reference page should be used to list the references.
- Meeting Minutes template also found in the templates folder defines the format used when inputting the minutes. Minutes will not have a front sheet. Please follow the instructions on the meeting minute's template to obey to the QA. Minutes documents do not need a version number in the filename.
- Research Document template must be used when writing up research within the project. The document should follow the headings as found in the template. The same standards used within the general document must be applied.
- If a number of the team are working on a specific document then the track changes must be enabled so that modifications can be seen by the other users.

2.2 Diagrams and Illustrations

All diagrams and illustrations must be followed by a written document or referenced accordingly. If used as a reference (loose sheet) then a reference number should be obtained from the reference list provided within ReferenceAllocationMatrix.xls in the 'Appendix' folder within the reference.xls file. Please put the filename next to the reference number to show that it has been taken. If the illustration or diagram is within a written document then a local reference is suitable.

UML diagrams are to be produced in Visio using the tools provided. Labelling and other texts should be in-line with documentation standards using Arial Font size 12.

Consistency should be observed in the drawing of shapes and arrows and the information should be displayed clearly without overloading the screen.

2.3 Coding

Eclipse is to be used as our main coding platform for this project. Formatting of the code is to be done automatically through the format feature within Eclipse.

The Raptor CVS system is to be used when editing code to enable concurrent editing and a well structured version numbering. For more information on how to use this refer to: <http://www.cs.kent.ac.uk/systems/cvs-howto.html>. Version numbers for code start at 1.1 and increase by decimal for minor changes. Major changes are to increase by 1.

The project is to be coded in the latest version of Java 1.4 using the coding standards set out by Sun Microsystems which can be viewed at this address: <http://java.sun.com/docs/codeconv/html/CodeConvTOC.doc.html>

All methods and classes must have thorough documentation that can be later translated to JavaDoc.

3. QA enforcement

To ensure QA guidelines are adhered to a QA analysis will be scheduled every 2 weeks using a matrix to pass or fail QA criterion. The length of this session will reflect the amount of work that is to be reviewed and the attention given by the document authors to QA guidelines. To minimize the time spent of QA whilst keeping a high degree of quality, we must ensure that all QA guidelines are followed for all documents produced. Each folder will contain a QA Analysis folder that will contain relevant QA reviews for the documents contained within.

4. Sign-off

All documents must be signed-off once QA analysis has been carried out. All completed documents must also be signed-off to validate its completion. The sign-off must be carried out by the current project manager, the author of the document and the current QA analyser. This should be done using the sign off sheet found within the templates folder.