JISC Project Quality Plan Template

1. Quality Expectations

The project will deliver the eLearning Tool(s) as specified in their proposal and refined in the JISC project plan document in line with following standards/guidelines:

- JISC (draft) Open Source Policy May 2004
- JISC (draft) Software Quality Assurance August 2004
- JISC Project Management Guidelines December 2003
- Release versions of development and final code are to placed with http://sourceforge.net/
- CETIS project page be maintained to communicate development progress and mapping of software to the ELF (eLearning Framework). http://www.cetis.ac.uk/
- Software should meet the high level functional specification as specified in the project plan.
- Software should be robust, maintainable and extendable (see JISC (draft) Software Quality Assurance August 2004).

Tolerances

- Cost – project musts be completed within agreed grant.
- Time – project musts be completed by 31st March 2005.
- Scope – given the short time scale of the project the scope of the deliverable (i.e. eLearning Tool(s) may be narrowed to ensure completion on time and to budget. Any changes to scope must be agreed with the programme manager and documented via the change control procedure.
- Quality – project must adhere to the standards as defined for open standards, open source and software quality

2. Acceptance Criteria

Successful completion of an external evaluation of the projects software outputs and development process.

3. Quality Responsibilities

The project is divided into 3 main themes (a theme is a collection of Work Packages) with an associated owner who is responsible for providin updates at each project meeting, ensuring deadlines are met, identifying, raising risks and managing change:

- toolkit Development – Dan Powley
- educational Demonstrator – Jim Petch
- Project management – Martin Brown

Within the Development theme, there are people primarily responsible for quality assuring the following aspects:

- Testing – Gary Murray
- Open source deployment – Gary Murray

- eLF integration – Jim Petch

4. Standards and Technologies

Educational/Software/Services

- IMS ePortfolio 1.0
- IMS Enterprise Services 1.0
- IMS RDCEO 1.0
- WSDL 1.1
- XML 1.0
- XHTML 1.0
- Sweet (http://www.brock.ac.uk/sweet/)

Project Management

- Agile project/software management, as described in the project management document, will be applied to the project.
- RUP to plan and control software development
- UML for code design and documentation

5. Quality Control and Audit Processes

Project documents, plans, minutes etc. are archived on the project's intranet. They are versioned and the current version is always highlighted to ensure that members have easy access to it. Project documents need to be agreed by the theme owner, project leader (and consumer where relevant) before they are accepted.

For each of the project's themes, an issue log is being maintained. It is owned by the theme owner and emailed to project leader at the end of each week. It is then published on the project's intranet site to ensure the information disseminated in a timely fashion. The theme owner is responsible for maintaining the lists, ensuring that decisions, actions, change requests, etc are properly taken and recorded.

Development quality control will be addressed by adopting an agile, iterative development process, where testing plays a central role. In addition, the Demonstrator theme will be used to test/validate the quality (ease of integration, usability and exception handling) of the services.

For each of the quality plans (software testing, project management), a tracking procedure will be used to monitor progress and an internal review will be performed towards the end of the project to assess compliance with the stated process and to determine the success of each of the actions. These reports will be communicated to project stakeholders as appropriate.

6. Change Control and Configuration Management Processes

In each theme, the theme owner is responsible for ensuring that decisions, actions, change requests, etc are properly taken and recorded. Members of a theme are responsible for notifying the theme owner about significant changes to their work plan. When the changes do not affect work in other themes, the changes can be taken, managed and recorded internally in the issue logs. When they have an affect on other parts of the project, they are responsible for identifying dependencies and notifying the relevant team members/stakeholders. Overall documentation is then updated.

Regular meetings are held for the development team and overall project. The aims are to disseminate information, report progress, determine risks and identify and agree changes. Development meetings occur at weekly intervals and overall project meetings at four-week intervals.

7. Quality Tools

Project management

MS Project
Intranet – document management and dissemination system

Software

Software design and documentation – UML/Visio
Code control and archiving – MS Source Safe

Unit and system testing – NUnit
Document validation (XML,HTML) – W3c XML Schema validation
Performance testing – ACT/.Net