# JISC Project Quality Plan Template

*This document defines the quality expectations the project must achieve and how they will be met.*

## 1. Quality Expectations

*The JISC programme manager completes this section defining the standards and level of quality expected to be achieved by the project.*

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

*For each of the main deliverables of the project criteria for its acceptance / competition are defined.*

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

## 3. Quality Responsibilities

*List of who is responsible for monitoring and ensuring quality for deferent aspects of the project?*
Responsibilities for quality monitoring are distributed within the project as follows:

- Project Documentation – John Phelps
- Project Management – John Phelps, overseen by steering group
- Software – User Documentation – John Phelps
- Software Code Documentation – Martin Wellard
- Software quality – Martin Wellard
- Software Unit Testing – Martin Wellard
- User Testing Methodology – Sean Keogh

## 4. Standards and Technologies

*Referenced list of standards and technologies to be used by this project.*
UK LIP - <http://www.cetis.ac.uk/groups/20010801124300/FR20021209103337>
UKDLIP Mapping - <http://www.cetis.ac.uk/profiles/uklip/documentation/UKDLIPmapping.xls>
Sun JAVA J2SE 1.4.2 - <http://java.sun.com/j2se/1.4.2/docs/index.html>
XML 1.0 Third Edition - <http://www.w3.org/TR/2004/REC-xml-20040204/>
SOAP 1.2- <http://www.w3.org/TR/2003/REC-soap12-part1-20030624/>
UML 1.5 <http://www.omg.org/technology/documents/modeling_spec_catalog.htm#UML>

## 5. Quality Control and Audit Processes

*Description of the process to be used to control project quality and enable auditing.*
Software will be developed using Rapid Application development techniques
http://en.wikipedia.org/wiki/Rapid_application_development
http://www.selectbs.com/products/solutions/rapid_application_development.htm
http://whatis.techtarget.com/definition/0,,sid9_gci214246,00.html

Project Management will follow closely the JISC management guidelines, using the JISC project management tools and frameworks released from the JISC E-tools website to monitor quality, using the framework described in the initial proposal and modified in the current version of the Project plan. Quality control and changes will be monitored through an issues log and all versions of documents will be retained following JISC advice on versioning control.
http://www.jisc.ac.uk/proj_manguide.html
http://www.jisc.ac.uk/index.cfm?name=etools

Testing log kept using moodle tools at OXILP
Review of standards compliance using tools and procedures identified in section 7 below.

Purchasing, day-to-day management and ethics will follow Goldsmiths' Regulations, as published in the College Calendar, unless this conflicts with JISC grant conditions. Meetings of the Steering Committee and decisions taken therein will also follow Goldsmiths regulations for Committee meetings as published in the College Calendar, unless this conflicts with JISC grant conditions, or conditions laid down in the Consortium agreement.

## 6. Change Control and Configuration Management Processes

*Description of the process to be used to manage change and configuration management.*

- Sourceforge cvs used to manage change and configuration management in software code. Code changes solely managed by Martin Wellard.
- Sourceforge bug tracking used to monitor software bugs
- Software Documentation
- Project Documentation stored using sourceforge, issue log template used to monitor project documentation changes, all document versions retained with issue log.
- Code and documentation archived locally for backup using IS network management tools.

## 7. Quality Tools

*List any tools to be used to help ensure quality.*
xml parsers xerces <http://xml.apache.org/#xerces>
Java unit testing tool Junit <http://www.junit.org>
Review and advice from CETIS to advise on compliance to UKLIP

## Document History

| Version | Date | Comments |
|---|---|---|
| 0a | 29th September 2004 | Created |
| 0b | 20 October 2004 | In response to feedback from R McKenna |
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