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SQAP Review - October 2010

Checklist

- Check that the following tasks are carried out as defined in the SQAP:
 - ◆ Documentation tasks
 - ◆ Review tasks
 - ◆ Reporting tasks
- Check the list of responsibilities is up to date.
- Check the description of the SQA procedures is up to date.
- Check the list of metrics is up to date.
- Check the guidelines are up to date.

Documentation tasks

It has been decided to include the technical area work plans instead of the Technical Development Plan as key documentation that should be monitored by SA2. The SQAP should be updated accordingly. The relevant documents have been already included in this review.

The Service Reference Cards should be a new document of the Minimum Required Documentation (MRD). The SQAP should make a reference to it.

It has been decided to define a criteria to consider whether the MRD is out of date: PTs should add a comment at the beginning of the documentation stating that the documentation has been reviewed and it's valid for the latest production release. This has to be added in the SQAP.

After reviewing some of the Work Area Plans, SA2 has seen the need of preparing a template for this document. The SQAP should make a reference to the template.

The status of the documents that are governing the EMI software lifecycle is presented in the table below.

Document Name	Author	Link to most up to date version	Status	Deadline	Comments
Minimum Documentation Requirements	PTs	See most up to date links in the 1st QA report	In progress	None	SA2.2 should get in touch with PTs to provide the missing documents
Compute Area Work Plan	Massimo Sgaravatto	DJRA1.1.1	Under review	July 2010	SA2 considers rejection. SA2 to provide template
Data Area Work Plan	Patrick Fuhrmann	DJRA1.2.1	Under review	July 2010	SA2 review is OK. Comments to be sent to authors
Security Area Work Plan	John White	DJRA1.3.1	Under review	July 2010	SA2 considers rejection. SA2 to provide template
Infrastructure Area Work Plan	Laurence Field	DJRA1.4.1	In progress	July 2010	
Software Release Plan	Cristina Aiftimiei	DSA1.2	In progress	July 2010	No updates since August. Escalated to PEB
Software Release Schedule	Cristina Aiftimiei	EMI 0	Done	Every three months	EMI 0 release plan is properly defined in the mentioned twiki, with clear milestones and deadlines.
		DSA1.1		May 2010	

Software Maintenance and Support Plan	Francesco Giacomini		Under review		
QA tools	Lorenzo Dini	NA	Not started yet	June 2010	It has been postponed since it's not considered to be critical now.
Continuous Integration and Certification Testbeds	Danilo Dongiovanni	DSA2.4	Under review	July 2010	
Security Assessment Plan	Elisa Heymann	NA	NA	Unknown	I need to check with Elisa

Review tasks

No review has been performed.

Reporting tasks

No review has been performed.

Responsibilities

No review has been performed.

Procedures

No review has been performed.

Metrics

No review has been performed.

Guidelines

No review has been performed.

Summary of changes after the review

- Service Reference Cards should be a new document of the Minimum Required Documentation.
- Criteria to consider MRD out of date: PTs should add a comment at the beginning of the documentation stating that the documentation has been reviewed and it's valid for the latest production release.
- Include technical area work plans instead of technical development plan.
- Prepare a template for the work area plans.

Conclusion

The SQAP performed in October couldn't be finished due to lack of time to review most of the sections in the document. No new version will be therefore provided in this month and it will be delayed till next month.

-- MariaALANDESPRADILLO - 20-Oct-2010

This topic: EMI > SQAPReview_Oct2010

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