

## REQUIREMENT MANAGEMENT(REQM)

#	Question	OE	Answer	Observation	Minimate	Final Findings
1	How are the requirements of the project analyzed?	PM	we maintain customer requirements in requirement specification(RS) doc			
2	How is commitment of projects requirements from all project people and relevant stake holders obtained?	PM	We prepare Minutes of meeting (MOM) for every project requirements with all project people along with relevant stakeholders			
3	How are requirement changes managed?	FAR	we have CR tracking reg where we put all the requirement changes			
4	How is the Traceability of requirements maintained?	PM	We Maintain bidirectional traceability among requirements (Traceability Matrix)			
5	What's the organizational policy for REQM?	PM	we put all the change request(CR) reference in project detail schedule			
6	How is the plan for managing project's requirements made?	PM	we prepare Project detail schedule (DS) for this			
7	How does the organization equip you to perform requirements management activities?	PM	Once I get the SRS and other requirement doc ,I put those in the project detail schedule(DS) doc.			
8	What data (metrics, improvement information etc.) is collected on requirements management activities? How do you use this data?	PM/FAR	We use Detail status report(DSR) for this			
9	What kinds of reviews / audits happen on requirements management activities in the organization?	PM/FAR	Management review			
10	How are customer needs & requirements elicited for product / project?	PM	Through PSR			

CONFIGURATION MANAGEMENT(CM)							
#	Question	OE	Answer	Observation	Minimate	Final Findings	#
1	How are configuration items identified in project?	PM	We have different type of identification like requirement specification, test paln, system design etc.				
2	How are changes to baselines tracked and monitored?	PM	through baseline register				
3	What is the Change Management Process followed for project?	PM/FAR	we have CR tracking register & CR doc where we keep our change requests				
4	How base lines are created in project? What base line criteria do you follow?	PM	to establish & maintain records which describes configuration items we create baselines for the project.  we maintain in 3 way : configuration control items, revision control items & record items				
6	If there are changes in the UI during coding phase, how are the changes managed? Where is the impact analysis and estimation?	FAR	First of all we need to check whether it's an internal change or external change , based on that we need to put CR track register after that Pm will proceed with this things				
7	How Change Requests coming during the coding phase tracked in project?	FAR	through CR doc & CR tracking register				
8	How changes to configuration items are tracked in project?	PM	We have some access control of the directory structure based on the role is identified (configuration management system)				
9	How records of Configuration management activities are maintained?	PM	through Configuration management system				
10	How the audit findings are communicated and tracked to closure?	PM	through NCR track register				
11	How are the findings tracked and closed?	PM/FAR	Through MOM				
12	How many configuration audits have been conducted for project? How the audit findings are communicated and tracked to closure?	PM/FAR	5/Through NCR track register				
13	How the configuration management activities are planned in project?	PM	Through PSR				
16	What are the resources/tools available for you for performing configuration management activities?	PM	we have project Manager,Analyst, Quality faciator & configuration control board				
17	Who is responsible for performing configuration management activities in the project?	FAR	Mostly by PM & CCB				

18	Who are the stakeholders in Configuration management activities in project and how are they involved in CM activities?	FAR	Client,PM,AM,QF(quality faciator), Programmer				
19	How are configuration management activities monitored and controlled in project?	PM	Through PSR				
20	How do you evaluate the CM process?	PM	through CM process Document				
21	What is the role of the Sr. Mgmt in the CM process?	PM/FAR	Need to check CM plan & need to approve that				
22	What data is collected to improve CM process?	PM	Project management plan,project process,training schedule,training plan, estimation sheet				

ORGANIZATIONAL PROCESS FOCUS(OPF)							
#	Question	OE	Answer	Observation	Minimate	Final Findings	
1	Would you please describe how organizational process assets are developed and improved?	PM	Through PI plan we maintained & improved the process assets				
2	How to identify organization process requirement?	PM	Through Estimation sheet,QMS traning, Internal audit,LL/BP record				
3	How do you appraise the Organizations processes? Brief them.	PM	Through diferent types of tarining & internal audit				
4	How do you identify the Organization Process Improvements?	FAR	Through Internal audit& training				
5	How to establish costs of improvements and plan improvements?	PM/FAR	Need to check what kinsd of softwares & hardwares needed through PI plan				
6	What's follow up actions of these improvements and what documents?	PM	PI plan & PI status report				
7	How to assess the process action results?	PM	through PI status report				
8	What data is collected on process improvement activities and how this data is used?"	PM	Need to check PI activities which are logged in PI status report				
11	how do you plan for process improvement activities?	PM	In project mangement paln				
12	What resources are used for organizational process improvement activities?	PM/FAR	Training coordinator				
13	Would you please describe how the responsibility for process improvement activities is assigned in organization?	PM	PIP Raised to measure and improve the implementation of training process in the organization				
14	What training is provided for process improvement activities	FAR	QMS training,GIT training				

### ORGANIZATIONAL PROCESS DEFINATION(OPD)

#	Question	OE	Answer	Observation	Minimate	Final Findings
1	how do you plan for managing organizational process assets?	PM	Through QMS docs			
2	What resources are used for managing organizational process assets?	PM	PMP,life cycle guideline & PM			
3	Would you please describe how the responsibility for managing process assets in organization?	PM	through tailoring guideline			
4	What training is provided for managing organization's process assets?	FAR	QMS training			
5	What data is collected on organization's process assets	PM	Project initiation,system design,requirement analysis			
6	FOLLOW-UP: How this data is used?	PM	Throgh PMP(Project management plan)			
7	What reviews happen on organizations' process assets?	PM	we do Internal audit where we maintain this reviews			

### ORGANIZATIONAL TRAINING(OT)

#	Question	OE	Answer	Observation	Minimate	Final Findings	
1	With respect to organization would you please describe how the training needs are established?	PM/FAR	we have organizational traing plan doc where we need to maintain the traing needs				
2	How to identify it's organization training or project training?	PM/FAR	Need to check with training requisition form				
3	With respect to organization would you please describe how the training activities are planned and managed?	PM/FAR	Through Training schedule				
4	What contents in plan?	PM/FAR	Training objectives,traing needs, hardware/software needed, competency matrix,risk management,stakeholder involvement				
5	Please describe how the training capability is established in organization	PM/FAR	By competency matrix				
6	How to manage training assets?	PM/FAR	Through Training status report				
7	How to select trainer and trainee?	PM/FAR	It's maintained by Training coordinator ,for this we need to maintion the TC in PMP(project management plan)				
8	How to arrange the plan?	PM/FAR	Through Training status report and Training Feedback Analysis form				
9	What training records are maintained?	PM/FAR	Feedback form,attendance sheets				
10	How do you assess the effectiveness of training programs?	PM/FAR	Through training feedback form				
12	What resources are used for organizational training activities?	PM/FAR	Training coordinator,trainer, trainee				
14	What training is provided for managing organizational training activities?	PM/FAR	QMS training,GIT training				

15	What documents are maintained from training activities?	PM/FAR	Training schedule,training status report				
16	Who are involved in training activities?	PM/FAR	Training coordinator,trainer, trainee				
17	How are our training activities reviewed?	PM/FAR	Through PSR				
18	How training function is audited?	PM/FAR	through training status report				
19	What reviews happen on organizational training activities	PM/FAR	Management review meeting for training				
20	What data is collected to improve organizational training activities?	PM/FAR	process related data which will be use in future for improvement through lesson learnt				