

SUITE Team Updates

News You Can Use

Core Team

- Coordination of Mentored Self Assessment Findings
- Developing SUITE Repository

Systems Engineering Process Group

- Preparing Testing Stage process and template updates
- Use Case PAT forming

Process and Product Quality Assurance Team

- Conducting Project Quality Reviews

Awareness Team

- Finalizing New and Improved SUITE Communication Strategy
- Developing New! SUITE Workshops

CMMI Process Development Team

- Finalizing Process Mappings
- Developing action plans to address process gaps

SUITE Tools Team

- Developing Scope
- Looking for additional team members



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Project Quality Assessment (PQA) Reviews

The Process and Product Quality Assurance Team (PPQA Team) began conducting Project Quality Assessment (PQA) Reviews in mid-November using processes that had been refined during several earlier pilot reviews. There are currently fifteen MDIT staff on the PPQA Team. The PPQA Team currently has 12 review teams with 12-15 more starting in early February. A PQA review team consists of a team lead and two team members. Each person on the PPQA Team leads one or more reviews and participates as a team member on more than one review team. There are currently twelve reviews taking place throughout MDIT Agency Services, with more to follow in the coming weeks.

PPQA and the implementation of these project reviews are essential components of the CMMI (Capability Maturity Model Integration) model of industry best practices. The purpose of PPQA is to give organizational staff and management “objective insight” into whether these best-practice processes are being universally implemented and fully integrated into our day-to-day jobs at MDIT.

Although a PQA Review may seem similar in format to an audit, the main purpose is coaching and mentoring by offering advice on making the project’s processes and techniques more effective and usable. Part of each PQA Review consists of looking at best practices used by the project team. These best practices are evaluated by the broader PPQA team, which in turn may be sent to the Software Engineering Process Group (SEPG) for incorporation into the SUITE processes, so they may be shared throughout MDIT. The intent is to make this process a win-win for all participants – the PQA Review team, project team, and all MDIT systems development groups.

A SUITE 101 Workshop has been developed that describes in more detail the purpose and benefits of the PQA reviews as well as detail on the inner workings of the processes, procedures, documents and reports associated with these reviews. For more information on this and other SUITE Workshops, go to www.michigan.gov/suite and click on the “SUITE Training Opportunities” link to view dates/times/locations of the various offerings.

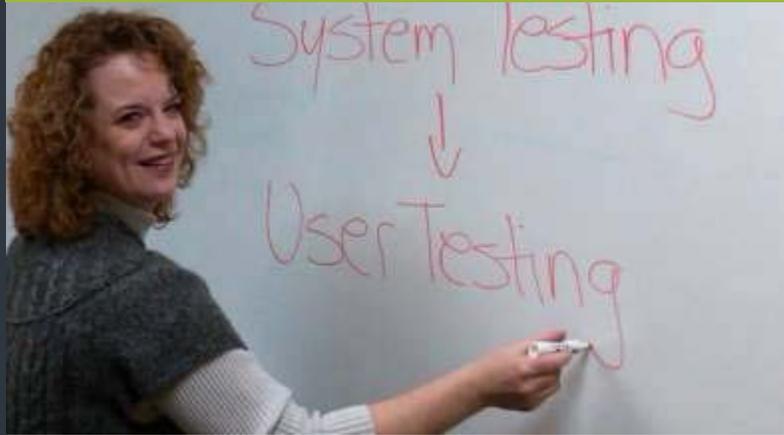
This is a great opportunity for the members of all teams to know other people in MDIT, especially project managers from the various parts of Agency Services. It is also a great opportunity for our team to get an in-depth understanding of all SUITE templates, including the SEM (Systems Engineering Methodology) and the PMM (Project Management Methodology). Anyone interested in being a member of the PPQA Team, or would like more information on PPQA, please contact Dan Buonodono at buonodonod@michigan.gov, or check out the PPQA Process Manual, which can be found in the SUITE Team Room (Techtalk: Projects > MDIT > SUITE). The expectation is that participants will be able to spend one day per week (approximately twenty percent of your available time) performing PPQA activities.

Have Questions About SUITE?

You are not alone. Many of your coworkers have had questions as well.

The SUITE Team has accumulated a collection of Frequently Asked Questions (FAQs) relating to the various aspects of SUITE. This FAQ is available on the SUITE website at www.michigan.gov/suite in News / Quick Links.

Is your question not there? Send any questions to suite@michigan.gov and they will be promptly answered and posted on the SUITE FAQ!



Testing Process Action Team

The Testing PAT (process action team) members are; Amy Montgomery, Jan Miller-Cory, Patty Whitlock, Sara Podleski, Sharon Lewis, and Sue Tomes. This team was a sampling of Testing and Project Management professionals and they have been working for one year revamping the SUITE testing templates and processes.

Dedicated testing teams and formalized testing practices at the State Of Michigan are scarce. As a response to this situation, the testing PAT felt this was a good time to put in place some strong testing processes, including known industry best practices. If followed, these practices comply with COBIT audit requirements as well as CMMI level 3 criteria. Throughout the process of creating these processes the team tried to keep them flexible enough to fit any team's requirements; from the separate dedicated test teams with mature processes to other groups that may not have a separate dedicated test team and are just trying to get the testing completed with the resources they have available.

The current SUITE Testing Templates are:

- Test Plan (SEM-602)
- Test Report (SEM-603)
- Testing Package Checklists:
 - Software Testing Checklist (SEM-606)
 - Integration and System Testing (SEM-801)
 - Error Reporting and Tracking Checklist (SEM-802)
 - Testing Package Checklist (SEM-804)
 - User Acceptance Checklist (SEM-805)
-and the Express Templates

The release of the "New and Improved" testing templates and process guide should be coming sometime late winter and that release will contain:

- Test Plan (SEM-602)
- Test Type Approach and Report (SEM-603)
- Test Case (SEM-606) - Optional template if your area doesn't already utilize one.
- Testing Process Guidebook
- Express Templates (SEM Exp-01 and SEM Exp-02)

Note: The Checklists have been eliminated.

Due to some of the changes in the above templates new releases of the following must also occur:

- Structured Walkthrough Meeting Record (SEM-0187)
- Requirements Specifications (SEM-0402)
- Requirements Traceability Matrix (SEM-0401)
- Systems Engineering Methodology Guidebook
- SEM Swim Lane Overview Diagram

The Testing PAT is currently putting together a Testing Training, so watch for that to be released sometime in late spring. If you have any questions please feel free to contact any of the PAT members for questions.



SST Community Meetings – Real or Virtual Participation

System maintenance includes many small projects that are hopefully bundled into a single release. It was this bundling philosophy that drove the need for a process that was tailored for small projects.

The bi-monthly SUITE Support Team (SST) Community Meetings are designed to disseminate the latest information on the implementation of SUITE in MDIT. Typical items on the agenda include updates from the SUITE team leads; presentations on various aspects of SUITE, such as a new process being implemented or improvements to an existing process, template or tool; and panel discussions on SUITE-related topics of interest.

Participants at SST Community Meetings include members of a SUITE Support Team, members of the various SUITE project teams, and other interested parties.

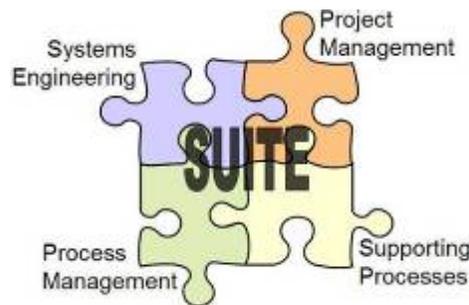
In an effort to increase participation at the SST Community Meetings we are piloting the use of WebEx to webcast the meeting to remote locations – especially people outside of the Lansing area, such as Cadillac Place in Detroit. WebEx is a meeting collaboration tool designed to make it easier for attendees to be more engaged in a meeting that they are unable to attend in person. The features that we have been utilizing thus far for the SST Community

meeting include an audio component (through a phone dial-in connection to a teleconference site) and a video component (both slides and video utilizing a webcam – that are available via a web browser connection).

Our next SST Community Meeting is scheduled for:

Date: Wednesday, February 17th
Time: 8:30 to 10:30
Location: General Office Building at the State Secondary Complex, Conference Room A.

If you do not currently receive notices about these meetings and would like to participate, either in person or via WebEx, please send an email to Dan Buonodono, (buonodonod@michigan.gov) and ask to be added to the distribution list.



SUITE Tools Team

The Tools Team is now integrated with the SUITE Core Team, with status reporting to take place through the SUITE project status process.

The purpose of the Tools Team is to review, analyze, and recommend tools to automate and facilitate SUITE processes.

The team will focus on existing MDIT tools and will investigate current usage and pricing. The final deliverable will be recommendations for consolidation of existing toolsets and a 3 year roadmap.

The team has recently met to initiate a work plan. The first milestone is the completion of a MDIT-wide survey of existing Application Lifecycle Management (ALM) tools. An initial list of survey questions was reviewed and improvements are due at our next meeting.

We would like you on the Tools Team. The team is struggling with low attendance. If you wish to assist us with the Application Lifecycle Management (ALM) statewide assessment, we can sure use you.

If you are interested in being a part of this team, please contact:

Randy Leyrer at 636-5064,
Louis Rutare at 335-4597
or Baskar Rajamani at 241-1673

CMMI Mentored Self Assessment – Update

The September 2009 issue of SUITETalk provided results of MDIT’s first Capability Maturity Model Integrated (CMMI) appraisal, a Mentored Self Assessment (MSA) that was conducted in May. A MSA is the least rigorous of the three types of CMMI appraisals. The following chart shows recurring themes among the MSA findings and improvement efforts over the past 6-8 months. Although it is premature to say we’ve moved all areas to a “green” status, we’ve definitely made progress in the first three areas, and have a very good start on the last three.

MSA Finding	Progress Update
1. Lack of a SUITE repository that can be used as “lessons learned” for future projects.	1. TechTalk 2.0 offers a great opportunity to not just move the old SUITE team site to SharePoint, but to leverage SharePoint features to create a SUITE repository that can be used for process improvement.
2. Absence of Quality Assurance processes in many areas.	2. The SUITE Process and Product Quality Assurance (PPQA) team has conducted at least one Project Quality Assessment for each CSD area. The results of these assessments will not only provide valuable feedback to specific project teams, but also identify “best practices” that will benefit all MDIT projects. Project Quality Assessments will be institutionalized as part of SUITE.
3. Inadequate training for project management and engineering activities.	3. Training of a technical nature as well as project management is now available at Lansing Community College.
4. Limited collection of work products, measures, and improvement information from projects for future use and improvement of the organizational processes.	4. The SUITE SharePoint site will significantly advance our ability to collect and share a variety of information.
5. Inconsistent use of software configuration management processes; typically only code is placed under configuration management.	5. The SUITE Support Team (SST) Leaders group has been assigned responsibility for ensuring that software configuration management processes include approved documents as well as code.
6. Lack of adequate resources for project management activities.	6. Formation of a Program Management Office (PMO) in each IO area and the Enterprise PMO (EPMO) will address resource needs for project management. Although it may not be visible yet to all MDIT personnel, significant progress has been made in these areas.