



# Automated Monitoring of Process Compliance

## Gary Natwick Harris Corporation

Automated Monitoring of Process Compliance CMMI<sup>®</sup> Technology Conference & User Group 2004

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Gary Natwick - 1 15-18 November 2004

#### Government Communications Systems Division

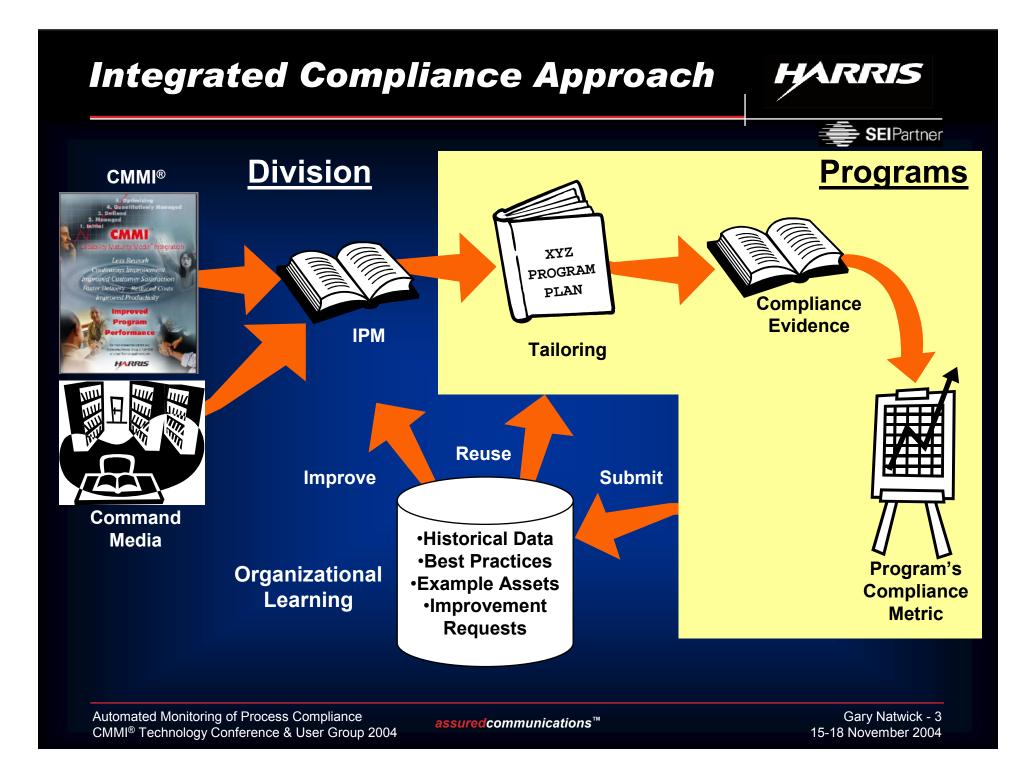




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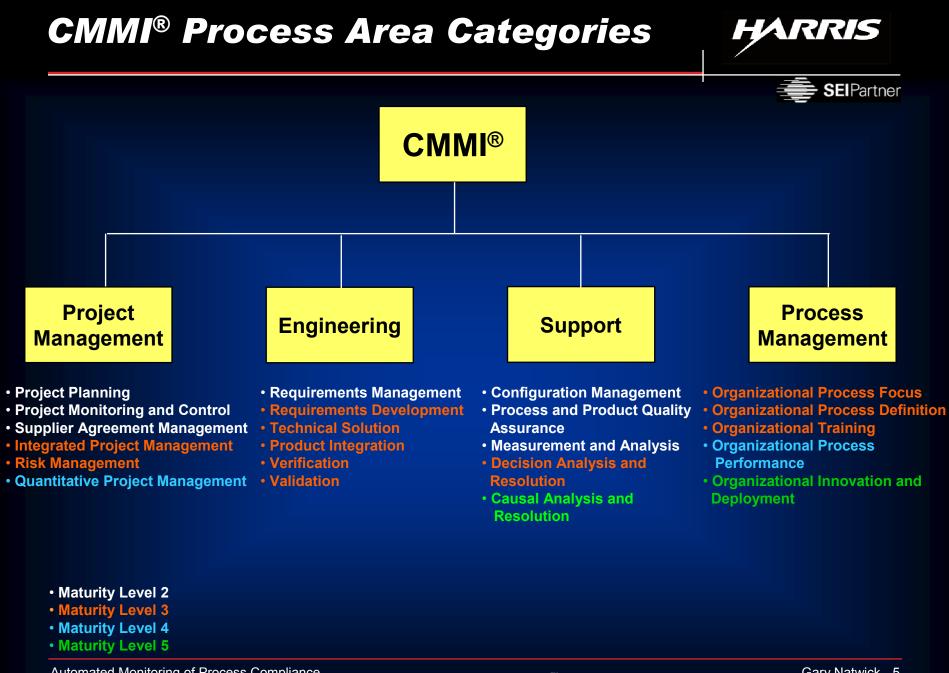


#### **CMMI<sup>®</sup>-SE/SW** Staged Representation



Maturity Level	Focus	Process Areas
5 Optimizing	Continuous Process Improvement	Organizational Innovation and Deployment Causal Analysis and Resolution
Quantitatively Managed	Quantitative Management	Organizational Process Performance Quantitative Project Management
3 Defined	Process Standardization	Requirements Development Technical Solution Product Integration Verification Validation Organizational Process Focus Organizational Process Definition Organizational Training Integrated Project Management Risk Management Decision Analysis and Resolution
2 Managed	Basic Project Management	Requirements Management Project Planning Project Monitoring and Control Supplier Agreement Management Measurement and Analysis Process and Product Quality Assurance Configuration Management
1 Initial		

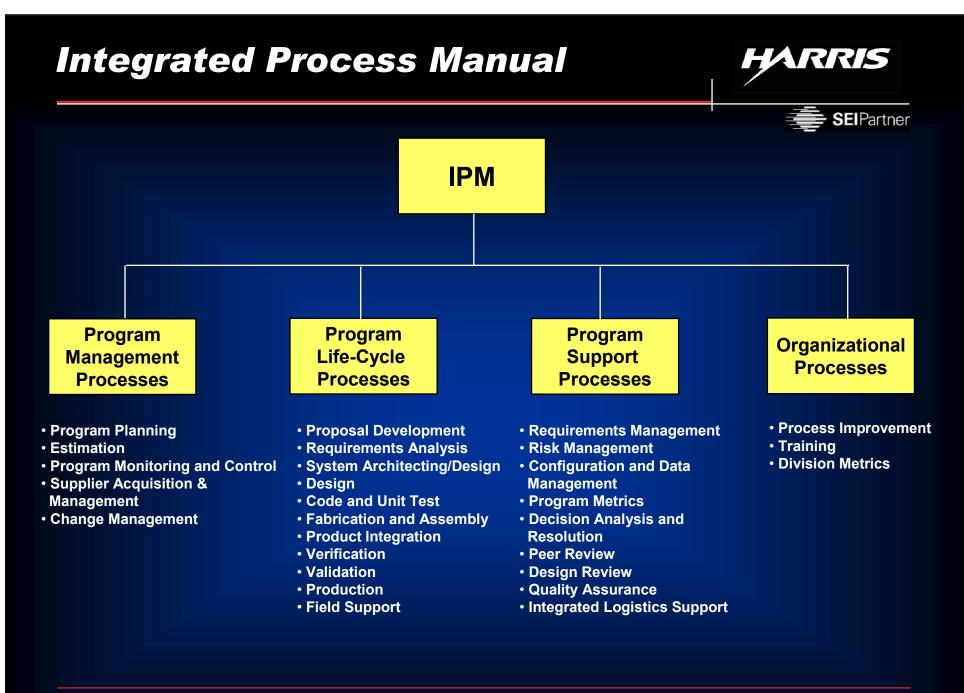
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### **Integrated Process Format**



		差 SEIPartner	
<b>Overview</b> A brief description of the process inte			
Entry Criteria State, Prerequisites, Criteria			
Inputs Needed work products, resources			
<b>Required Activities</b> Mandatory tasks to implement the pr	ocess		
<b>Measures</b> Process performance against plans			
Organizational Improvement Metrics, reusable work products			
Verification Process compliance oversight			
<b>Tailoring</b> Approved tailoring, process specific	Program evidence needed to		
Implementation Guidance Common implementation description	demonstrate IPM process compliance		
Supporting Documentation and Applicable organizational references			

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#### **Process Compliance Evidence**



**SEI**Partner

#### Direct Artifacts

- Tangible outputs resulting directly from implementation of a practice
  - e.g., plans, documents, products

#### Indirect Artifacts

- Artifacts that are a side-effect or indicative of performing a practice
  - e.g., meeting minutes, reviews, logs, reports, metrics

#### <u>Affirmations</u>

- Oral or written statements confirming or supporting implementation of the practice
  - e.g, interviews, questionnaires

 Optional for IPM compliance (expected, but not required).

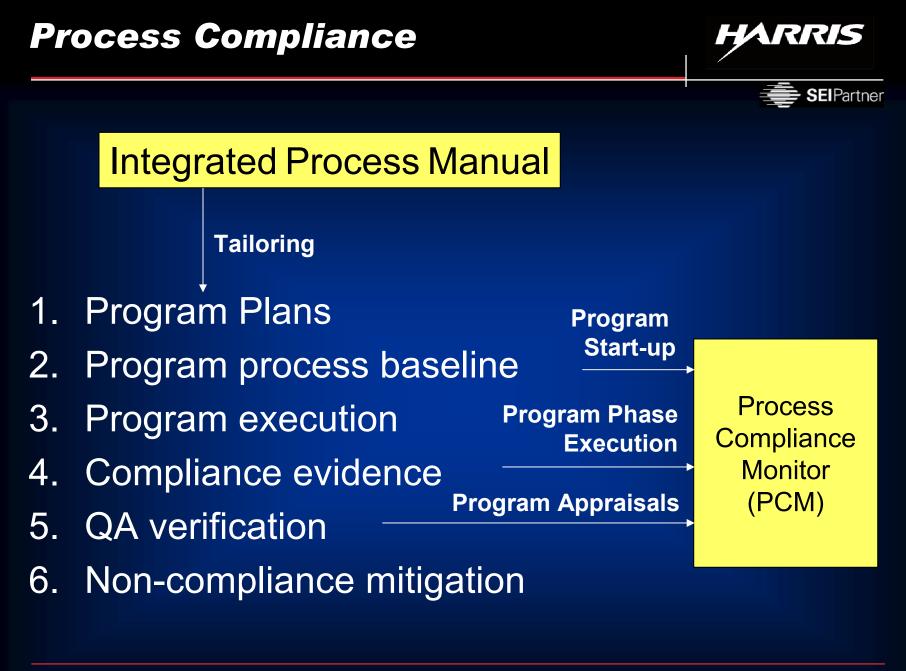
every applicable IPM practice

every applicable program

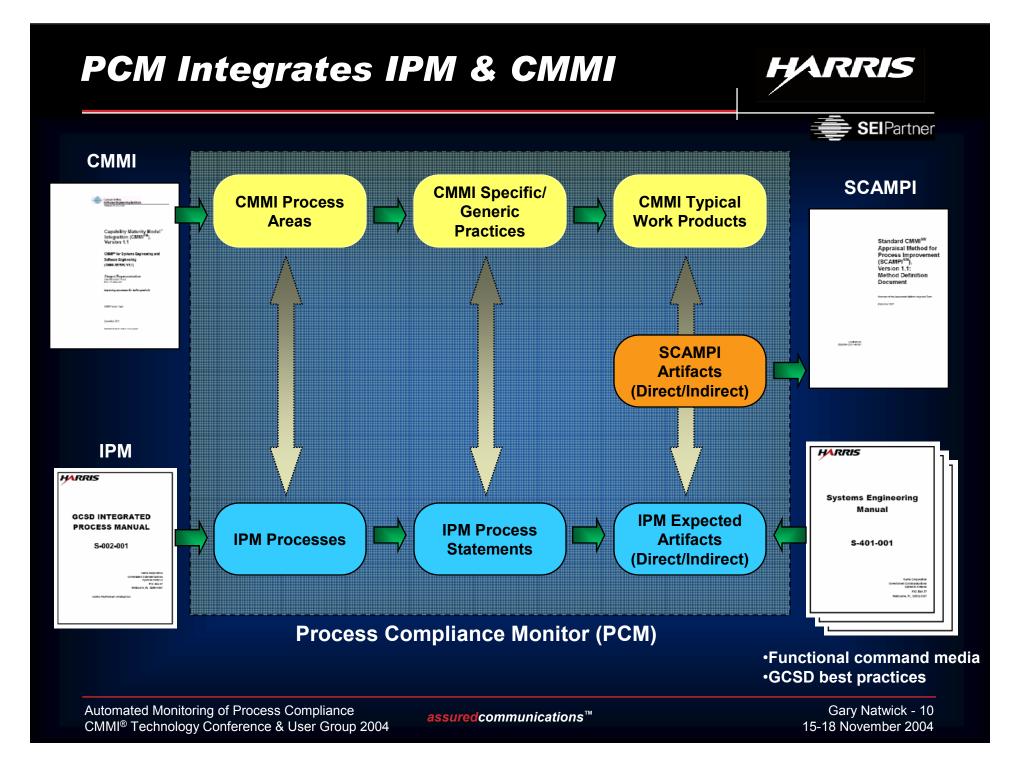
**Required for:** 

•In formal CMMI<sup>®</sup> appraisals (e.g., SCAMPI<sup>SM</sup>), these are required to corroborate direct artifacts.

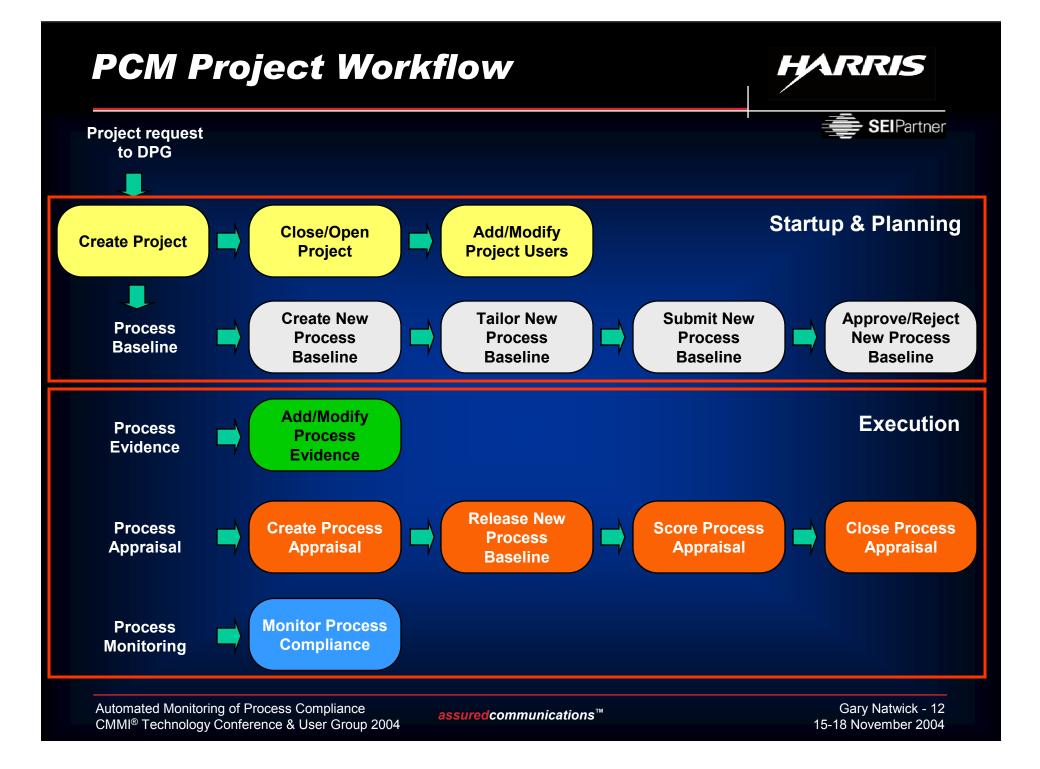
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#### **PCM Functionality** ARRIS **SEI**Partner **Process Compliance Monitor Organizational Oversight System Management Project Management Appraisal Management** Manage IPM content, Approve/reject project Open/close project Manage appraisal process baseline traceability, versions access (leaders, Manage user access (Process, section, members) Monitor project process Create/tailor project statement, artifact, Create/close compliance (IPM, process baseline lifecycles, media x-ref) CMMI) appraisals Add/modify evidence Manage CMMI content, Score process Monitor organizational and location for traceability, versions process compliance compliance process compliance (PA, Goal, Practice) (IPM, CMMI) Monitor project process Manage appraisal compliance (IPM, types, versions (QA CMMI\*) Audits, SCAMPI\*) Manage web page access Manage user roles Create/delete projects Monitor tool usage and performance Automated Monitoring of Process Compliance Gary Natwick - 11 assuredcommunications<sup>™</sup> CMMI<sup>®</sup> Technology Conference & User Group 2004 15-18 November 2004



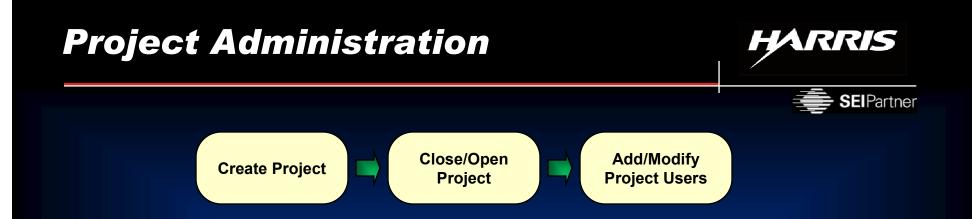






Users	Description
System Administrator	Administer all functionality of tool, access to all features of the system, create new projects, monitor tool usage/performance
General User	Read-only access to example projects
Project Administrator	Project-specific: close/open project, add/modify users, create/tailor/submit new process baseline, add/modify evidence, monitor process compliance
Project Member	Project-specific: tailor new process baseline, add/modify evidence, view appraisal scores, monitor process compliance
Division Approver	Project-specific: approve/reject new process baseline
Appraisal Administrator	Add/remove appraisal leaders, release process baseline, create/close appraisal, add/remove appraisal member, monitor process compliance
Appraisal Leader	Release new process baseline, create/close appraisal, add/remove appraisal member, score appraisal, add/modify evidence, monitor process compliance
Appraisal Member	Score appraisal, add/modify evidence, monitor process compliance
Global Reader	Monitor all projects & organization process compliance

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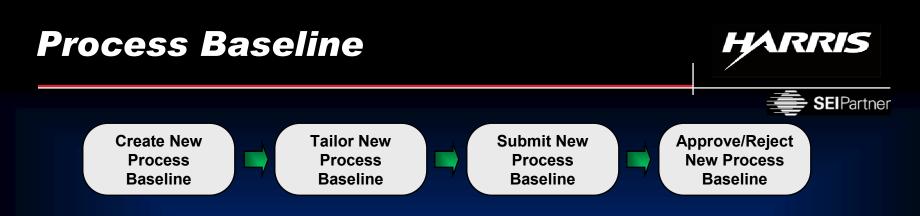
- Roles:
  - System Administrator: add/remove projects, project administrators, division approvers, appraisal administrators
  - Project Administrator: add/remove project administrators, project members

#### **Project Administration**



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	{Example Project}	Open	OTHER	Example Project	
	Edit Project Access			Edit project use	r access
	Division Approver	Project Admini	strator	Project Member	
	Hahle, Donna (dhahle)	Brock, Angela (abrock02)		Arnovitz, Anthony (aarnovit)	
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- Roles:
  - Project Administrator: create/tailor/submit new process baseline
  - Project Member: tailor new process baseline
  - Division Approver: approve/reject new process baseline
  - Appraisal Administrator: view new process baseline
  - Appraisal Leader: view new process baseline
  - Appraisal Member: view new process baseline
  - Global Reader: view new process baseline
- New Baseline
- Filters process, phase, artifact, tailored statements

#### **Recording Tailored Processes**



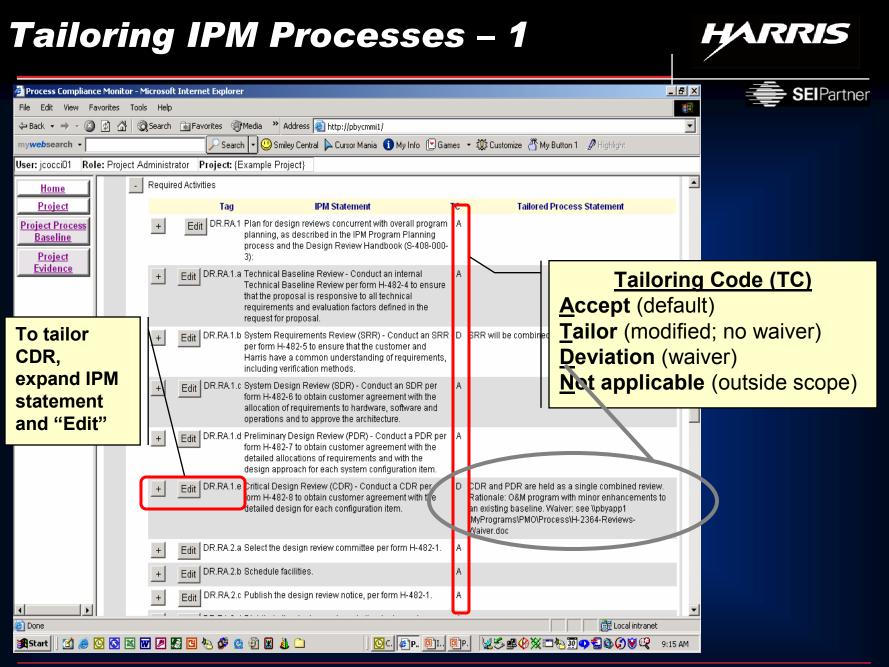
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- IPM tailoring is documented in the PCM tool during initial program planning
  - Specify the planned compliance and implementation of each IPM statement and expected artifacts (optionally)
  - Tailoring codes:

	Code	e Description		
	Α	Accept IPM statement as written (no changes)		
	Т	Tailored; description of tailoring must be specified		
		(e.g., modifications meeting intent of IPM statement)		
Waiver approval required	D	<u>D</u> eviation; program alternative to IPM statement(s), or not implemented		
	Ν	Not applicable; specify rationale		

 The documented tailoring is called the program's "defined process", establishing the approved baseline against which process compliance audits are performed

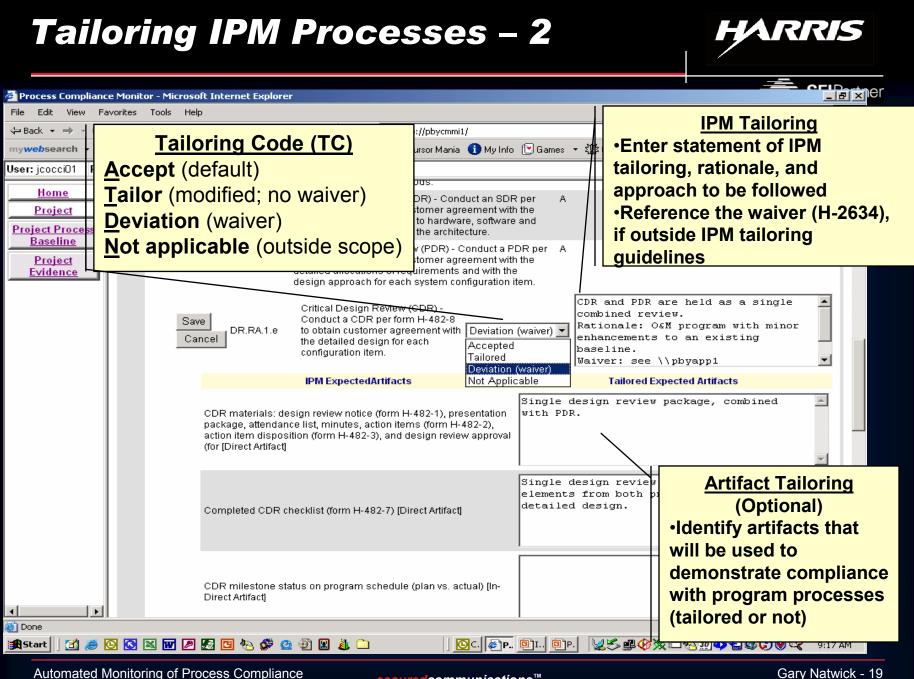
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#### **PCM Filters – Baselines & Tailoring**

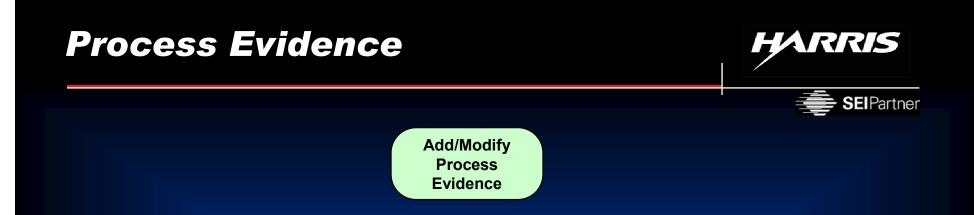


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Home Project Project Process Baseline Project Evidence	Project Process Baseline         Used for tailoring the Process Section Statements and Expected Artifacts for a project.         This is the initial approved baseline and it may not be tailored.         Process:       [All]         Phase:       [All]	<b>5</b>		
Constrain or expand IPM content for context of tailoring	Artifact Keyword: Filter IPM statements by an art expected as evidence (e.g., WBS, PWA, ECMD)	ifact		
Tailored statements only	Display Only Statements That Have Been Tailored			
Limit display to those IPM statements fully completed prior to program transition (i.e., no evidence needed; consensus scoring)	Display Only Statements Implemented Prior to IPM     Display Only Statements That Have Changed From Prior Baseline     Display Differences Between the Current Baseline and Prior Baseline     Apply Filters     + Change Management			
Changes to the process	+ Code and Unit Test			
baseline (deltas)				
	Configuration and Data Management			

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#### • Stakeholders:

- Project Administrator add/modify process evidence
- Project Member add/modify process evidence
- Appraisal Administrator view process evidence
- Appraisal Leader add/modify process evidence
- Appraisal Member add/modify process evidence
- Global Reader view process evidence
- Current baseline
- Add/modify evidence and locations
- Filters process, phase, artifact, appraisal

#### **Project Artifact Requirements**



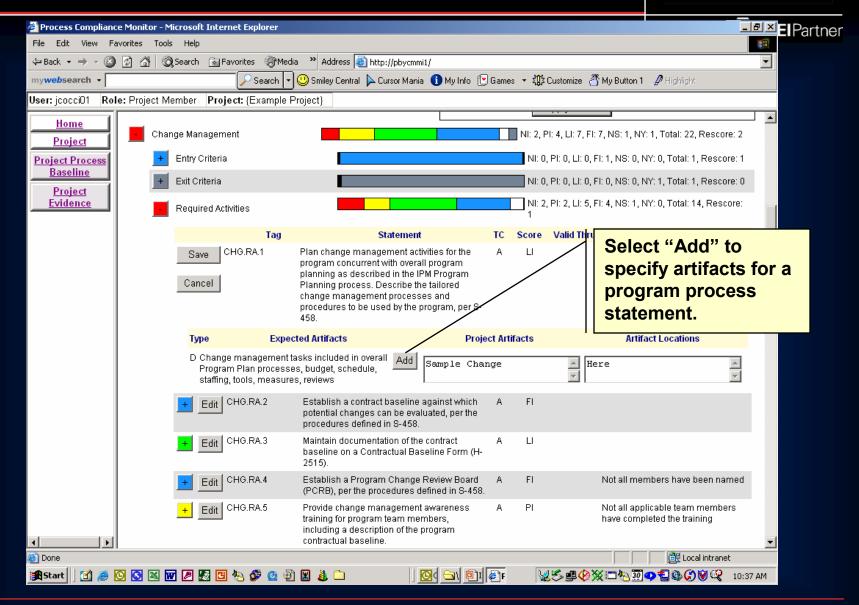
💼 SEIPartner

- The PCM identifies expected artifacts produced or available as a result of following IPM practices
  - Many expected artifacts are explicit in the IPM process statement (e.g., documentation, forms); IPM tailoring or waivers needed to deviate
  - Other artifacts are derived from division best practices or common usage
  - Project alternatives are acceptable, as long as IPM intent is satisfied
  - Tailored artifacts can optionally be identified during program planning
- QA judges compliance with the approved project process baseline by inspecting the identified artifacts
  - Artifact exists and has appropriate content (e.g., required by IPM, compliant with templates or checklists)
  - Coverage of associated program process statement
- Compliance is scored at the process statement level
  - Individual artifacts are not scored



#### **Entering Project Artifacts**





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#### **PCM Filters – Evidence**

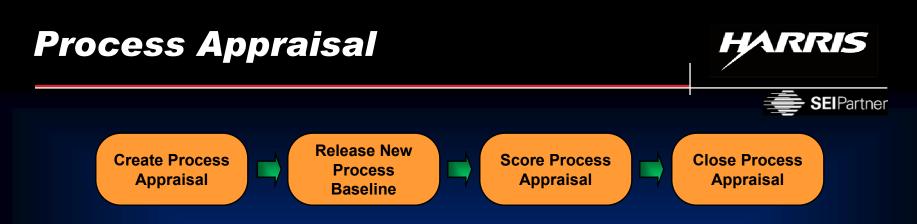


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User: jcocci01 Role: Project Member Project: {Example Project}	
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Fidence	
Filter by expected or actual artifacts	
for copy/paste across applicable	
IPM processes Artifact Location:	
(e.g., WBS, PWA, BOE, H-2517)	
Constrain or expand IPM content for	
Constrain or expand IPM content for context of process/evidence entry Appraisal Overlay	
PP     FileD     File       SAM     PI     PER       Select Appraisal:     QA Audit v1.0 • 8 {Open}	
PROD PMET © Display All Statements	
PROP QA O Display Only Not Yet Statements	
RA REQM O Display Only Not Scored Statements	
SAD       RISK       O Display Only Fully Implemented Statements         VAL       O Display Only Largely Implemented Statements	
VER     C Display Only Partially Implemented Statements	
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Apply Filters	
Change Management NI: 2, PI: 4, LI: 7, FI: 7, NS: 1, NY: 1, Total: 22, Re:	score: 2
Code and Unit Test	escore: 1
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- Stakeholders:
  - Appraisal Administrator add/remove appraisal leaders, release process baseline, create/close appraisal, add/remove appraisal member
  - Appraisal Leader release new process baseline, create/close appraisal, score appraisal, add/remove appraisal member
  - Appraisal Member score appraisal
- Current baseline
- When a new process baseline is released, then evidence and scores roll forward
- Score process statements
- Filters process, phase, artifact, statements to be re-scored, scored statements

#### **Appraising Processes**



**SEI**Partner

- Process compliance and process strengths/ weaknesses are assessed in many ways:
  - IPM QA process audits
  - Development Cycle Readiness Reviews (phase transitions)
  - CMMI mini-assessments
  - Formal CMMI SCAMPI assessments
  - ISO 9001 audits
  - Independent program management audits
  - Risk assessments
  - Metrics
- Process appraisal results are used to characterize, measure, and improve process effectiveness and compliance with standards
  - Action plans to address appraisal findings

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#### **Process Compliance Scores**



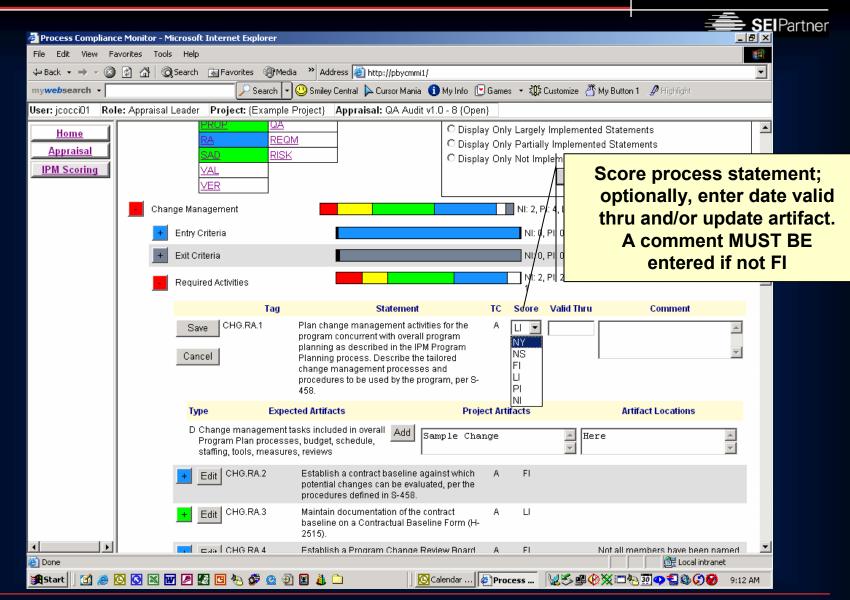


ASSESSMENT STATUS COLORS		NY	Not Yet	<ul> <li>To be appraised at a later date (i.e., the process has not yet been executed by the process and cannot be appraised)</li> </ul>
	$\left\{ \right.$	NA	Not Applicable	<ul> <li>Not applicable to the project (e.g., Code and Unit Test Process is not applicable to a production-type program)</li> </ul>
		NS	Not Scored	<ul> <li>Pending an appraisal</li> </ul>
PROCESS COMPLIANCE COLORS		FI	Fully Implemented	<ul><li>Direct artifacts are present and appropriate</li><li>No substantial weaknesses</li></ul>
		LI	Largely Implemented	<ul><li>Direct artifacts are present and appropriate</li><li>One or more substantial weaknesses</li></ul>
		PI	Partially Implemented	<ul> <li>Direct artifact is absent or inadequate</li> <li>Substantiated by indirect artifact/affirmation</li> <li>One or more substantial weaknesses</li> </ul>
		NI	Not Implemented	<ul> <li>Any situation not covered by the above</li> </ul>

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#### **Score Process Appraisal**

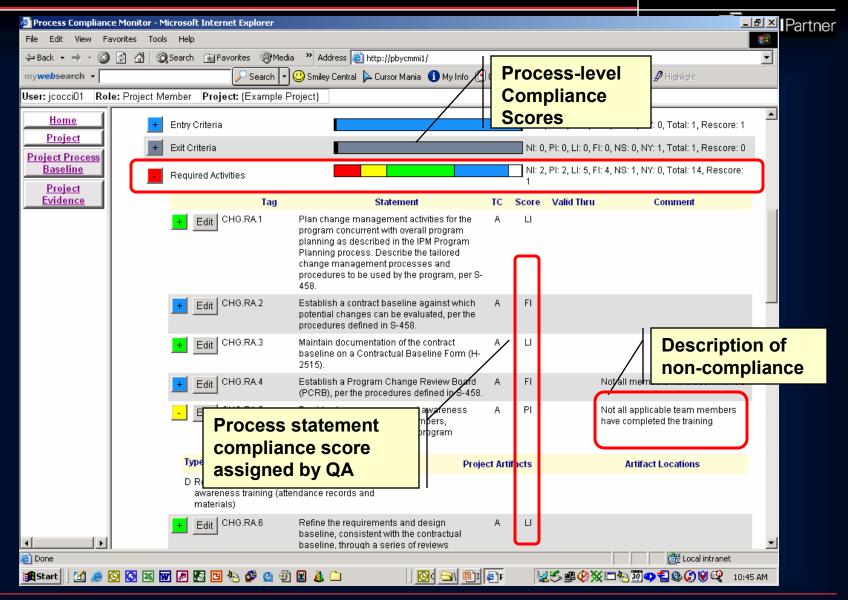




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#### **Compliance Scoring Rollup**





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### **PCM Filters – Appraisals**



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User: jcocciD1 Role: Project Member Project: {Example Project}	
Home Project Evidence	
Project Process       Filter by IPM processes applicable to current life cycle phase         Project       Process: [All]	
Evidence Filter by expected or actual artifacts	
for copy/paste across applicable	
IPM processes Artifact Location:	
(e.g., WBS, PWA, BOE, H-2517)	
Constrain or expand IPM content for	ts _
context of process/evidence entry Appraisal Overlay	
Filter by Appraisal Type: QA Audit v1.0	
Review improvement progress over Select Appraisal: QA Audit v1.0 - 8 {Open}	
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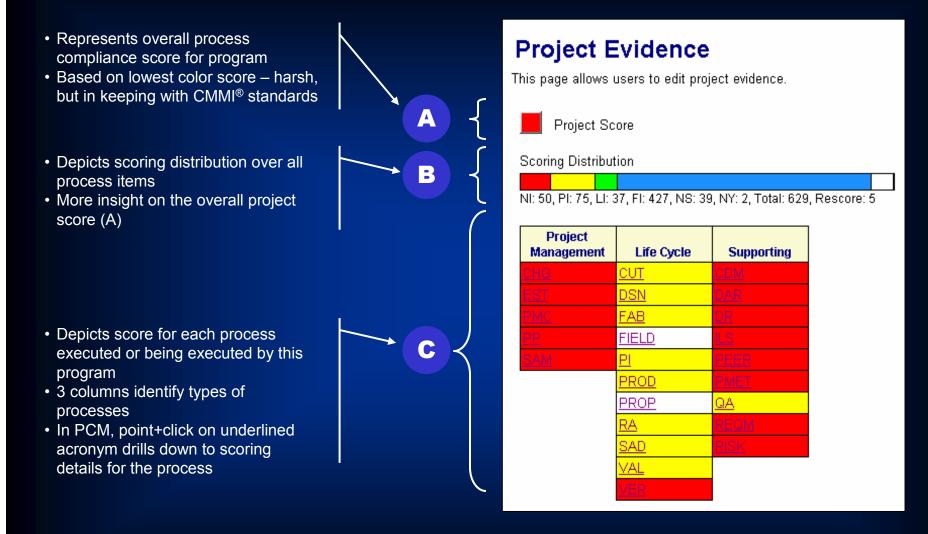


- Stakeholders:
  - Project Administrator monitor process compliance
  - Project Member monitor process compliance
  - Appraisal Administrator monitor process compliance
  - Appraisal Leader monitor process compliance
  - Appraisal Member monitor process compliance
  - Global Reader monitor process compliance
- Current or historical baselines
- Scoring aggregation, bands, and counts
- Filters process, phase, artifact, appraisal, scored statements

#### **Program Process Compliance**







#### **Lessons Learned**



**SEI**Partner

 Establish an implementation guide for how the CMMI<sup>®</sup> is implemented in organizational/project processes

- Internal users (projects, managers, DPG/EPG)
- External users (customers, appraisal teams)
- Trade-off how much projects must understand CMMI<sup>®</sup> details
  - Organization/project process knowledge vs. model knowledge
- Facilitate efficient on-line access and review
  - Process baseline tailoring
  - Evidence entry and appraisal
  - Compliance monitoring
- References to evidence must be very specific
  - Expected evidence
  - Project evidence and location (hyperlinked files/directories)

#### **Contact Information**





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- SEI-Authorized CMMI<sup>®</sup> Instructor
- SEI-Authorized SCAMPI<sup>SM</sup> Lead Appraiser
- SEI-Authorized SCAMPI<sup>SM</sup> B&C Team Leader

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