

<Process Title>

Version x.x
Owner:

PROCESS SPECIFICATION

Revised: (date)
CID:

Purpose: <Add purpose for this process>		
Entry Conditions: <add conditions that must exist in order to start this process> • • • •		
Exit Conditions: <add conditions that must exist in order to exit this process> • •		
Input: <ul style="list-style-type: none">• List all required (mandatory) inputs you must have in order to start this (i.e. template, organization policy...)• ...• ...	Process Steps: <ul style="list-style-type: none">1.1 List all steps in performing this process1.2 ...1.3 ...	Output: <ul style="list-style-type: none">1.1 List what should be the outputs from this process. Use the numbering to identify the output from a specific process step.1.2 Output from step 1.2

Roles and Activities: <identify the activities for each role> Check the page footer for list of step activity definitions.

Step →	1.1 1 st Step	1.2 2 nd Step	1.3 ...	1.4 ...	1.5 ...	1.6 ...	1.7 ...
Role ↓							
Program Manager	N/A	N/A	N/A	N/A	Monitor	Monitor	PERFORM
Systems Engineer	Participate	Participate	Participate	Participate	Participate	Participate	Participate
Hardware Engineer	Participate	Participate	Provide Input	Provide Input	Participate	Participate	Participate
Inter-disciplinary team	PERFORM	PERFORM	PERFORM	PERFORM	Participate	Participate	Participate
Test Manager	Participate	Participate	Participate	Participate	Participate	Participate	Participate
Configuration Manager	Participate	Participate	Participate	Participate	Participate	Participate	Participate
Configuration Control Board	N/A	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor
Quality Assurance Specialist	Participate	Participate	Participate	Participate	PERFORM	PERFORM	Participate
Development Lead	N/A	Participate	Participate	Participate	Participate	Participate	Participate
Systems Engineering Process Group	REVIEW	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor
Senior Management	APPROVE	APPROVE	Monitor	Monitor	Monitor	Monitor	REVIEW

Note: Key functions are shown in **BOLD**.

The activities are defined as:

ACTIVITY	DEFINITION	ACTIVITY	DEFINITION	ACTIVITY	DEFINITION
APPROVE	Approval authority	PARTICIPATE	Active involvement	REVIEW	Review for comment
MONITOR	Oversight of step or step accomplishment	PERFORM	Responsible for step accomplishment		
N/A	Not Applicable	RECORD	Record in minutes/action item log		

Methods and Tools: (machines, tools, methods, forms, worksheets, checklists, etc.)

<List the methods and tools required to perform this process.> Examples:

- Software Engineering Environment (SEE), including office automation tools (e.g., Microsoft Word, Excel, Project, Power Point)

Measurements¹: (process metrics — that is, measurements of process effectiveness)²

<List the desired list of metrics to track for this process> Examples:

- Effort expended on quality activities
- Number of discrepancies discovered

Reviews: (peer or management reviews that are required)

<List the desired list of reviews which are required for this process> Examples:

- Senior management reviews
- Project management reviews
- QA product audits
- QA process reviews

Training: (also, any orientation, mentoring, coaching)

<List all the training needed to perform this process>

- TBD

References: (standards, policies, procedures, etc.)

<List all the references used to perform this process>

- TBD

¹ Some of these measurements are product measurements and must be combined with other information to obtain a process measurement.

² This is a list of possible measurements.