## <Process Title>

Version x.x Owner:	PROCESS SPECIFICATION							
Purpose: <add for="" proces<="" purpose="" td="" this=""><td>SS&gt;</td><td></td></add>	SS>							
Entry Conditions: <add conditions="" second="" second<="" th="" the=""><th>nat must exist in order to start this process&gt;</th><th></th></add>	nat must exist in order to start this process>							
Exit Conditions: <add conditions="" exist="" exit="" in="" must="" order="" process="" that="" this="" to=""></add>								
<ul> <li>Input:</li> <li>List all required (mandatory) inputs you must have in order to start this (i.e. template, organization policy)</li> <li></li> <li></li> </ul>	Process Steps: 1.1 List all steps in performing this process 1.2 1.3	<ul> <li>Output:</li> <li>1.1 List what should be the outputs from this process. Use the numbering to identify the output from a specific process step.</li> <li>1.2 Output from step 1.2</li> </ul>						



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

Step →	1.1 1 <sup>st</sup> Step	1.2 2 <sup>nd</sup> 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

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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)

Measurements<sup>1</sup>: (process metrics — that is, measurements of process effectiveness)<sup>2</sup>

<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

<sup>&</sup>lt;sup>1</sup> Some of these measurements are product measurements and must be combined with other information to obtain a process measurement.

<sup>&</sup>lt;sup>2</sup> This is a list of possible measurements.