

## D124: DEMO OF CMMI V1.3 Maturity level -2 (Dev) Document Kit

**Price 599 USD** Total editable documentation package for process improvement

Complete editable document tool kit (Policy manual, process flow chart, procedures, forms, guidelines, standards, audit checklist, Interview affirmation questions etc.)

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### Chapter-1.0 CONTENTS OF CMMI MATURITY LEVEL – 2 DOCUMENT KIT (More than 100 document files)

A. The Total Editable Document kit has 8 main directories as below in word/excel.

#### CMMI-V1.3 Maturity Level – 2 (Dev) Document kit for stage représentation

Sr. No.	List of Directory	Document of Details
1.	<b>Policy Manual</b>	<b>21 Pages in Ms. word</b>
2.	<b>Process Flow</b>	<b>17 Pages in Ms. word</b>
3.	<b>CMMI Procedures</b>	<b>24 procedures - 97 pages in Ms. word</b>
	• Engineering Procedures Book	04 Procedures of 12 pages in Ms. word
	• Organization Process Management procedures Book	03 Procedures of 13 pages in Ms. word
	• Project Management Procedures Book	07 Procedures of 26 pages in Ms. word
	• Support Activities Procedures Book	10 Procedures of 46 pages in Ms. word
4.	<b>Guideline documents</b>	<b>10 Guidelines - 73 pages in Ms. Word</b>
5.	<b>Coding Standards</b>	<b>04 Coding standards -54 pages in Word</b>
6.	<b>Formats/Templates</b>	<b>67 formats for approx 200 pages in Ms. Word &amp; Excel</b>
	<b>Name of departments</b>	
	Business Analyst (BA)	10 formats in Ms. Word / Ms. Excel
	Organization Process Group(OPG )	09 formats in Ms. Word / Ms. Excel
	Purchase( Supplier management)	04 formats in Ms. Word / Ms. Excel
	Quality Assurance (QA)	07 formats in Ms. Word / Ms. Excel
	Quality Control(QC )	03 formats in Ms. Word / Ms. Excel
Software Development	25 formats in Ms. Word / Ms. Excel	
Training	09 formats in Ms. Word / Ms. Excel	
7.	<b>CMMI Audit Checklist</b>	<b>03 files of 265 questions</b>
8.	<b>CMMI Interview Affirmation Questions</b>	<b>05 files of 175 questions</b>

**Total 115 files - 500 pages quick download in editable form by e delivery**

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## Part: B Documentation:-

Our document kit is having sample documents required for implementation of CMMI-V1.3 development model for stage maturity level 2 in software industry. The documents are prepared by the highly experienced team of people with rich experience of process improvement and process enhancement and many companies are appraised successfully under CMM-Dev,V1.3 maturity level 2 with our help. You need to study the document kit and do necessary changes as per your company need and within 1 week your entire documents are ready as well as your team will get **many ideas to optimize your process performances to reduce the cost and effort to increase the profits with all necessary controls and your total documents** are ready. If many forms you do not want to use then do not take it but for good system we had given all type of templates and organization use it as per their need and many organization are certified globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory many files are made in word or excel Document as per the details listed below. All the documents are related to CMMI –Dev,V1.3 for software companies for development model and user can edit it in line with their own processes.

### 1. Policy Manual:

It covers sample copy of policy manual and requirement wise details for how CMMI- V1.3 model for maturity Level – 2 is implemented. It covers sample policy for all 18 process areas, Quality policy and organization structure and covers 1<sup>st</sup> tier of CMMI Level – 2 documents.

#### Table of Contents

1.0	Introduction	7.0	Supplier Agreement Management (SAM)
2.0	Responsibilities	7.1	Supplier Agreement Management Policy (SAM)
3.0	Applicability	7.2	Supplier Agreement Management Guidance
4.0	General Guidance	8.0	Requirements Management (REQM)
4.1	Organization Vision	8.1	Requirements Management (REQM) Policy
4.2	Organization Mission	8.2	Requirements Management (REQM) & Requirement Development (RD) Guidance
4.3	Organization Business Objectives	9.0	Measurement Program
4.4	Organization Quality Policy	9.1	Measurement and Analysis (MA) Policy
4.5	Organization performance Measurement	9.2	Measurement Program Guidance
5.0	Project Planning	10.0	Process and Product Quality Assurance (PPQA)
5.1	Project Planning Policy	10.1	Process and Product Quality Assurance (PPQA) Policy
5.2	Project Planning Guidance	10.2	Product and Process Quality Assurance Guidance
6.0	Project Monitoring and Control	11.0	Configuration Management (CM)
6.1	Project Monitoring and Control Policy	11.1	Configuration Management (CM) Policy
6.2	Project Monitoring and Control Guidance	11.2	Configuration Management Guidance
		12.0	Annexure - 1 Organization Chart

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## 2. Process Flow Chart

These covers process flow chart. This document is having process flow chart for micro level activity details for the life cycle model. Also it includes for each phase of the life cycle model the details of entry criteria, task, work products, standards, tools, verification and validation details and exit criteria for the stages listed below.

1. Requirement stage
2. Project start up stage
3. Build stage
4. Implementation stage
5. Delivery stage
6. Process completion stage
7. Process and product quality assurance
8. OPG group activity(documentation and training)

## 3. Procedures (24 Procedures):

It covers sample copy of procedures covering all the specific practice areas of 18 processes. Our procedures help the organization to make the best system and quick process improvements. All procedures are divided in 4 procedures book as listed below.

### List of Procedures (24 procedures)

#### A. Engineering Procedures

Sr. No.	Procedure No.	Name of Procedure	Total Pages
1.	PRO/ENP/01	Procedure for Requirements Development	03
2.	PRO/ENP/02	Procedure for Peer Review	03
3.	PRO/ENP/03	Procedure for Acceptance	03
4.	PRO/ENP/04	Procedure for Delivery & Installation	03
<b>B. Organization Process Management Procedures</b>			
1.	PRO/OPP/01	Procedure for Organizational Process Planning	04
2.	PRO/OPP/02	Procedure for Process Asset Library	04
3.	PRO/OPP/03	Procedure for Training	05
<b>C. Project Management Procedures</b>			
1.	PRO/PMP/01	Procedure for Work Breakdown Structure (WBS)	03
2.	PRO/PMP/02	Procedure for Estimating and Planning	06
3.	PRO/PMP/03	Procedure for Risk Management	03
4.	PRO/PMP/04	Procedure for Data Management	03
5.	PRO/PMP/05	Procedure for Requirements Management	03
6.	PRO/PMP/06	Procedure for Project Status and Monitoring and Control	04
7.	PRO/PMP/07	Procedure for Supplier Agreement Management	04
<b>D. Support Activities Handbook Procedures</b>			
1.	PRO/SUP/01	Procedure for Measurement Program	11
2.	PRO/SUP/02	Procedure for QA Planning	04
3.	PRO/SUP/03	Procedure for QA Work Product Audits	05
4.	PRO/SUP/04	Procedure for QA Process Audit	05
5.	PRO/SUP/05	Procedure for Non-conformance Handling	03
6.	PRO/SUP/06	Procedure for Configuration Management Planning	04
7.	PRO/SUP/07	Procedure for Configuration Control	05
8.	PRO/SUP/08	Procedure for Change Request	03
9.	PRO/SUP/09	Procedure for Status Accounting	03
10.	PRO/SUP/10	Procedure for Configuration Audits	03
<b>Total Pages →</b>			<b>97</b>

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## 4. Guidelines (10 Guidelines):

It covers sample copy of guidelines covering all the details and for training to the user to implement the processes and get detail ideas for process implementation and improvement.

### List of Guidelines (10 Guidelines)

Sr. No.	Guideline No.	Name of Guidelines	Total Pages
1.	GUD/01	Guidelines for Software Development Life Cycle (SDLC)	10
2.	GUD/02	Guidelines for Team Rules	03
3.	GUD/03	Guidelines for Work Environment	03
4.	GUD/04	Guidelines for Implement generic practices across the organization	04
5.	GUD/05	Guidelines for Knowledge Compilation	04
6.	GUD/06	Guidelines for Metrics	23
7.	GUD/07	Guidelines for Develop and Maintain / Procure Courseware	04
8.	GUD/08	Guidelines for Estimation	15
9.	GUD/09	Guidelines for Monthly Management review Meeting	03
10.	GUD/10	Guidelines for Disaster Recovery	04
<b>Total Pages →</b>			<b>73</b>

## 5. Coding Standards (04 coding standards)

It covers sample copy of coding standards and best programming practice. These documents are very much helpful to make the **discipline in organization with coders and software developers** to follow standard guidelines in the organization. This way the organization can standardize their working style and can establish unique work culture. It covers few programs related guidelines as listed below. This helps to establish control on supplier

### List of Coding Standards

Sr. No.	Standard No.	Name of Coding Standard	Total Pages
1.	STD/01	iOS Coding Standards	13
2.	STD/02	Design & Coding Guidelines	18
3.	STD/03	Open Source Coding Conventions	10
4.	STD/04	Good programming concept standard	13
<b>Total Pages →</b>			<b>54</b>

## 6. Formats (67 Formats)

It covers sample copy of forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

### List of Formats

Sr. No.	Name of Formats
<b>Business Development and Analysis</b>	
1.	Functional requirements document
2.	Project charter
3.	Functional requirement document review checklist
4.	Requirements sign-off sheet
5.	Requirement traceability matrix
6.	Checklist to prepare ground work
7.	Proposal contract review checklist
8.	Interview the end user
9.	Interview IS personnel
10.	Prototype template

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## Organization Process Group(OPG)

1. OPG Document List
2. OPG PAL Rights
3. Process improvement Form
4. Organization Committee list
5. Measurement Plan
8. Organization process analysis and improvement tracker
9. Lessons Learned Checklist
10. Change Request
11. Customer Feedback Form

## Supplier control

1. Supplier Evaluation Report
2. Approved supplier list
3. Contract agreement document
4. Supplier Management

## Quality Assurance

1. Discrepancy Report
2. Organization Process & Organization Training Checklist
3. PPQA Audit Checklist
4. Supplier Management QA Checklist
5. All QA Checklists (More than 6 areas in excel sheet)
6. QA Plan
7. QA Schedule

## Quality Control

1. Bug Report
2. Test Plan
3. Verification and Validation sheet

## Software Development (Project planning and execution)

### A. Planning and project management

1. Data Backup Sheet
2. Process asset library(PAL) authorization request
3. Repository Request
4. Monthly Management Reviews meeting
5. Project management plan Sign-Off Sheet
6. Project Management Plan
7. Risk sheet
8. Stake holder matrix
9. Project Schedule
10. Work products estimation sheet
11. Capacity Plan templates
12. Knowledge Transition -formats

### B. Project execution and delivery

1. Peer Review Checklist
2. Minutes of Meetings template
3. Project Closure minutes of meeting
4. Project Measurement Summary
5. Installation manual
6. User manual
7. Status of usability problem
8. Release Note

### C. Configuration management

1. CM Audit Report
2. CM baseline list
3. Configuration Items List
4. CM Item Repository Location
5. Configuration management plan

## Training

1. Job description
2. Organizational Strategic Training Plan
3. Training Calendar
4. Training schedule
5. Training Report
6. Competency Report
7. Course Evaluation Template
8. induction training
9. Skill Matrix

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### 7. CMMI Level – 2 Audit checklist (03 files of 265 Questions)

There covers audit questions to be used in QA audits for objectively evaluate the adherence to establish processes. It also includes audit questions as a quick reference for project start up, project closure as well as monthly audit checklist and all process areas related checklist as given in the QA forms. Total more than 265 audit questions gives better understanding to the process owners as well as to the auditors to establish good system and process discipline as well as for each departments. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

### 8. CMMI Level – 2 Interview affirmation questions (05 files of 175 Questions)

There covers interview affirmation questions and helps the Appraisal Team Members It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing as well as help the ATM members to ensure understanding of the process owners for the processes and help the organization for process improvement.

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### Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in ISO, CMMI consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1200 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related standard faster with the establishment of best processes. It helps the organization to make the best system with process improvement concepts and helps the organization to get best performances in terms of reduction in costing, efforts and get the things done timely with Quality product. Thus it helps the organization to give full value for money and pay back of our product is less than 2 month.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, CMMI consultancy, process improvement concept implementation and ISO series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for global standards certification including CMMI maturity level 2 of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO and CMMI series certification in last 20 years.
6. We had spent more than 10000 man-days (30 man years) in preparing CMMI level 2, ISO documents, management kits and training slides.
7. Our product gives lot of opportunity for process improvements and gives full benefits to the users.

#### **Global Manager Group is committed for:**

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques

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### Chapter-3.0 USER FUNCTION

#### 3.1 Hardware and Software Requirements

##### A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

##### B. Software used in Document kit

- Documents written in Ms office 2003 and window xp programs. You are therefore required to have office 2003 or above with window xp

#### 3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of CMMI-DEV-V1.3 guidelines for product and services development technical report.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.
- The word CMMI and CMM integration and capability maturity model are registered mark of Carnegie Mellon and registered in the US patent and trademark

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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing your company to the CMMI Level - 2 documents.
2. Take care for all the section and sub sections of CMMI Level - 2 guidelines and helps you in establishing better system.
3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own CMMI Level - 2 documents for their organization
4. Readymade templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist
7. You will get better control in your system due to our proven formats and templates

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