

Using the SPF to Analyze and Review Software Processes, Continued

Results

When the analysis or review is completed, you will have:

- Completed checklists of the CMM recommendations that are satisfied and unsatisfied.
 - A list of CMM recommendations that do not apply to your organization, with (if recorded) rationale of why they do not.
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Next steps

If all CMM criteria are satisfied, then the process document is consistent with the CMM.

Caution: Do not interpret this as implying a particular maturity rating. The SPF is a measure of consistency of process documentation. Other factors such as actual practice are not measured by the SPF.

CMM recommendations that are not satisfied, and have no rationale for why they are not, become a starting point for process improvement efforts.

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Procedure Use this procedure to analyze and review process documentation.

Step	Action
1	Use the role translation table to translate CMM roles into your organization's roles. (See "Role Translation Table" in chapter 2 and Appendix C for blank tables.)
2	Use the general term translation table to translate CMM general terms into organizational terminology. (See "General Term Translation Tables" in chapter 2 and Appendix D for templates.)
3	Use the work product translation tables to translate the CMM work products into organizational work products. (See "Work Product Translation Tables" in chapter 2 and the input and output checklists in the appropriate KPA section of the SPF)
4	<p>Select an item from the SPF checklist that has not been analyzed or reviewed.</p> <p>IF: the item is <i>satisfied</i> (i.e., your organization's process description addresses the item being considered)</p> <p>THEN: check the checkbox next to the item. (See chapter 2 for guidance on completing the checklists) record the reference to the organizational process document</p> <p>IF: the item is <i>not satisfied</i> (i.e., your organization's process description does not address the item being considered)</p> <p>THEN: do not check the checkbox next to the item. record the reference of where in the process document the item probably should be addressed, if possible. (This is helpful for improving the document or process being evaluated.)</p> <p>IF: the item <i>does not apply to your organization</i> (e.g., if your organization doesn't subcontract out software, then items related to software subcontractors probably do not apply to your organization)</p> <p>THEN: mark N/A in the checkbox next to item. if possible, record the rationale (or pointer to the rationale) in the user reference column.</p>
5	<p>IF: there are more items in the SPF checklist to analyze or review</p> <p>THEN: go to step 4.</p> <p>ELSE: the analysis or review is complete.</p>

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Using the SPF to Analyze and Review Software Processes

Introduction Many organizations develop baselines of their current software processes. After the baseline is developed, it is useful to be able to analyze it for consistency with the CMM.

This section provides guidance for analyzing and reviewing existing process documentation for consistency with the CMM.

Before you begin Before you begin this procedure, you should identify the scope of the process document you are analyzing or reviewing. For example, the scope of your document could be:

- an entire process document,
 - organizational policies,
 - organization standards,
 - the software project planning KPA, or
 - the recommended training for level 4.
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Suggestion It is helpful to make photocopies of the appropriate material from the SPF prior to beginning this procedure (i.e., keep a good master!). For example, if you were reviewing organizational policies against those recommended at level 2, then you would make copies of the SPF level 2 policy checklists.

What you need To complete this procedure, you will need:

- Role translation tables.
 - General term translation tables.
 - The appropriate checklists from the SPF, depending on the scope selected.
 - Work product translation tables (optional).
 - The process documentation to be analyzed or reviewed.
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Chapter 3. How to Use the Software Process Framework

Overview

Chapter purpose	The purpose of this chapter is to provide guidance on how to use the Software Process Framework (SPF).
Before you begin	Before reading this section, you will want to become familiar with the features of the SPF. Please refer to Chapter 2, Features of the SPF, for further information.
Assumptions	The audience using the SPF is expected to be experienced in software process definition and improvement and familiar with the concepts and terminology of the CMM (e.g., software engineering process groups, process engineers, process action teams, software quality assurance groups, etc).
Evolution of this chapter	This chapter contains guidance for using the SPF to analyze and review software processes. Additional data are currently being collected and future versions of this document will provide additional guidance.
