

Level 5 Standards Checklists

Overview

Introduction This section describes the recommended content of selected work products in the CMM at maturity level 5.

Definition A *standard checklist* describes the content of a work product as recommended by the CMM.

Purpose The purpose of the standards checklists is to provide:

- Guidance in identifying the contents of standard work products that are recommended by the CMM at level 5.
- Criteria that an organization can use to evaluate its software standards to determine if they are consistent with the CMM at level 5.
- Information that can be used to develop software standards that are consistent with the CMM at level 5.

What the standards checklists are not The standards checklists contain only what is recommended by the CMM, and *are not complete standards in themselves*. For example, the standard for the software development plan (SDP) contains only content recommended by the CMM. Other sources for the content of a SDP should also be considered, such as ANSI/IEEE Std 1058.1-1987, DOD-STD-2167, DI-MCCR-80030, etc.

In this section This section covers the following standards:

Standard	KPA	See Page
Project plan for defect prevention activities	DP	L5-Standards-2
Plan for technology change management	TCM	L5-Standards-3
Plan for pilot efforts to improve technology	TCM	L5-Standards-4
Software process improvement plan	PCM	L5-Standards-5

Project Plan for Defect Prevention Activities

Standard checklist

The following table contains what the CMM describes as the recommended content of a project plan for defect prevention activities. This plan:

√	Recommended Content
	Identifies the defect prevention activities (e.g., task kick-off and causal analysis meetings) that will be held. (L5-5, A1, 1)
	Specifies the schedule of defect prevention activities. (L5-5, A1, 2)
	Covers the assigned responsibilities and resources required, including staff and tools. (L5-5, A1, 3)

Plan for Technology Change Management

Standard checklist

The following table contains what the CMM describes as the recommended content of a plan for technology change management. This plan:

√	Recommended Content
	Covers the assigned responsibilities and resources required, including staff and tools. (L5-23, A1, 1)
	Defines the long-term technical strategy for automating and improving the organization's standard software process and enhancing the organization's market position. (L5-23, A1, 2)
	Identifies the procedures to be followed in performing the organization's technology change management activities. (L5-23, A1, 3)
	Describes the approach for introducing new technologies to address specific needs of the organization and projects. (L5-24, A1, 4) <ul style="list-style-type: none"><li data-bbox="475 779 1308 840"><input type="checkbox"/> Process areas that are potential areas for technology changes are identified.<li data-bbox="475 852 1373 913"><input type="checkbox"/> Approaches for identifying opportunities for technology changes are identified.<li data-bbox="475 926 1276 955"><input type="checkbox"/> The specific planned or candidate technologies are identified.<li data-bbox="475 968 1297 1029"><input type="checkbox"/> Where appropriate, the life span for the planned technologies is estimated, from introduction to replacement.<li data-bbox="475 1041 1105 1071"><input type="checkbox"/> The make/buy tradeoff studies are documented.<li data-bbox="475 1083 1398 1113"><input type="checkbox"/> Approaches for assessing unproven candidate technologies are defined.<li data-bbox="475 1125 1203 1155"><input type="checkbox"/> The acquisition and installation procedures are defined.<li data-bbox="475 1167 1365 1228"><input type="checkbox"/> The initial training, continuing training, and consultation support are defined.

Plan for Pilot Efforts to Improve Technology

Standard checklist

The following table contains what the CMM describes as the recommended content of a plan for pilot efforts to improve technology:

√	Recommended Content
	Objectives for the pilot effort. (L5-27, A6, 2.1)
	Evaluation criteria for the pilot effort. (L5-27, A6, 2.1)
	Activities for the pilot effort. (L5-27, A6, 2.1)

Software Process Improvement Plan

Standard checklist

The following table contains what the CMM describes as the recommended content of a software process improvement plan:

√	Recommended Content
	The resources required, including staff and tools. (L5-38, A4, 1)
	The highest priority process areas for improvement. (L5-38, A4, 2)
	Measurable short-term and long-term goals for software process performance and improvement. (L5-38, A4, 3)
	Teams and their assignments for addressing improvements for specific process areas. (L5-38, A4, 4)
	<p>The procedures for: (L5-38, A4, 5)</p> <ul style="list-style-type: none"> <input type="checkbox"/> the senior managers overseeing the software process improvement activities; <input type="checkbox"/> the software managers planning and coordinating the software process improvement activities; <input type="checkbox"/> individuals and teams identifying, evaluating, and introducing appropriate software process improvements; and <input type="checkbox"/> the teams developing software process improvements for assigned process areas.
	<p>The administrative and support plans required to maintain continuous process improvement. (L5-38, A4, 6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appropriate administrative procedures are included to encourage participation in and facilitate the software process improvement activities. <input type="checkbox"/> Administrative personnel are included in oversight and review of the software process improvement activities. <input type="checkbox"/> The roles and contributions of employees to continuous process improvement are recognized.

