



Create and Administer Assessments Online User Guide

Role of the Organisation

- ✓ Account for the Business Unit/Department:
- ✓ Insert/Edit Projects and Assessors
- ✓ Create/Edit Assessments
- ✓ Create/Edit Tailorings for Process Domains (e.g. VDA SCOPE)
- ✓ Reuse/Copy Assessment Data
- ✓ Import Assessments
- ✓ One account per Business Unit/Department

Select Organisation from the Login Menu

The screenshot displays the Capability Adviser web application interface. At the top, there is a navigation bar with the following items: **About**, **Software Process Assessment**, **Process Assessment Model**, **Browse Domains**, **Login**, and **Support**. The **Login** menu is open, showing options: **Participant**, **Assessor**, **Organisation** (highlighted), **Content Provider**, and **Administrator**.

Below the navigation bar, the main content area is divided into two columns. The left column features a green header **THE GOALS** with three bullet points:

- › Establish plans for improvements
- › Benchmark with international standards
- › Increase the competitiveness on the market

Below the goals is a pyramid diagram with five levels, numbered 0 to 5 from bottom to top. The pyramid is colored with a gradient from dark blue at the base to light green at the top.

The right column has a heading **Welcome to the Capability Adviser Web Assessor** and a sub-heading **The Release 8 includes:** followed by a list of features:

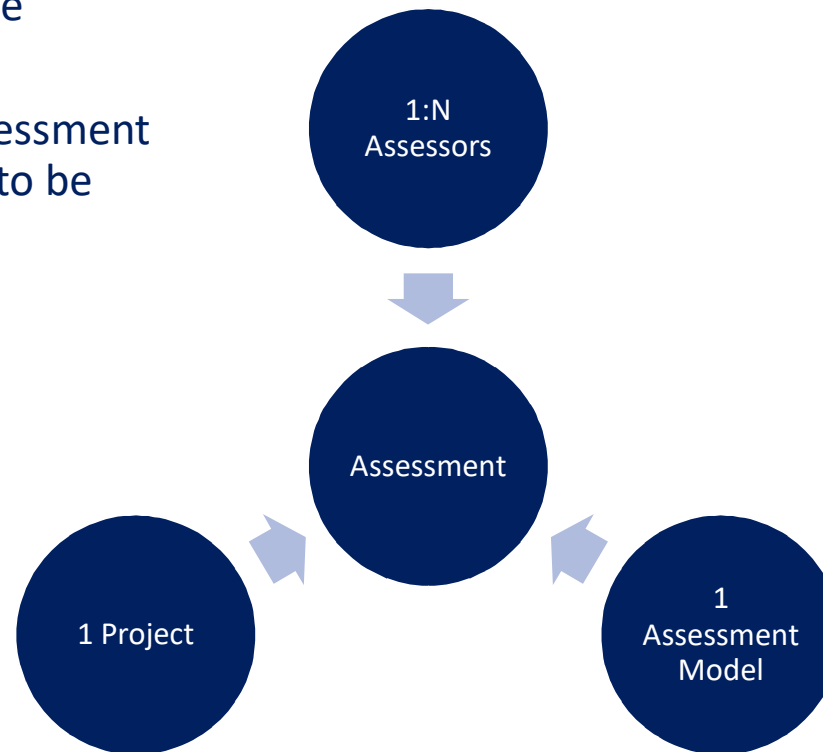
- Benchmarking Functionality
- Automatic generation of Assessment Log ®
- Lead Assessor selectable for Assessments
- Improved Save Notes Functionality (screen is blocked during saving)
- Add customizable additional assessment information (OEM, Division, ...)
- Edit/Delete Evidences as Assessor
- Export Evidence List to Assessment Report
- Description for Assessment Type/Class
- Many small bug fixes and improvements

At the bottom of the page, there is a dark blue footer containing the **ISCN** logo and the website address **www.iscn.com**.

Create Assessment

In order to create an assessment a project has to exist and at least one assessor who will perform the assessment.

If a selection of processes are used in the assessment (e.g. VDA SCOPE) than a tailored domain has to be created, containing that set of processes



Insert/Edit a Project

Projects are the basis for an Assessment. A project can have more than one Assessment.

Projects	Assessment	Copy	Assessor	Utilities	Tailoring
Insert					
Edit					
Username					
Project Information					
Company (Project) Name	<input type="text"/>				
Address	<input type="text"/>				
Language	English <input type="button" value="v"/>				
Contact Person					
First Name	<input type="text"/>				
Last Name	<input type="text"/>				
E-mail Address	<input type="text"/>				
Account Information					
Username	<input type="text"/>				
Password	<input type="text"/>				
Retype Password	<input type="text"/>				
<input type="button" value="Insert"/> <input type="button" value="Reset"/>					

Insert/Edit a tailored domain

- Usually an assessment is not performed for all process in a PAM
- In order to create a tailored PAM, select Tailoring from the menu and Add
- Enter the Domain identification and description e.g. “VDA Automotive SPICE 3.1 Scope”

IMPORTANT

- Don't remove processes for tailored domains which were already assessed.

Projects Assessment Copy Assessor Utilities Tailoring

Add
Delete
Reassign

INSERT TAILORED DOMAIN

General

Domain identifier

Domain description

Existing Domains and Units

Domain Type

Domains

Units

- ACQ.11 Technical Requirements
- ACQ.12 Legal and Administrative Requirements
- ACQ.13 Project Requirements
- ACQ.14 Request for Proposals
- ACQ.15 Supplier Qualification
- ACQ.3 Contract Agreement
- ACQ.4 Supplier Monitoring
- MAN.3 Project Management
- MAN.5 Risk Management
- MAN.6 Measurement

Create a Assessment

- Enter the Name and Description of the Assessment
- Add one or more assessors from the list of assessors
- Additional Information for the assessment such as purpose, period, sponsor etc. can be added by clicking o the Additional Information button
- Within the Administrator Interface, additional attributes for the assessment can be defined (e.g. OEM, Business Unit) and added

The screenshot shows the 'INSERT ASSESSMENT' form in the Capability Adviser interface. At the top, there is a navigation bar with tabs: Projects, Assessment, Copy, Assessor, Utilities, and Tailoring. The 'Assessment' tab is active, and a dropdown menu is open, showing options: Insert, Edit, Show Assessments, Import SQL, and Import Excel. Below the navigation bar, the form is titled 'INSERT ASSESSMENT' and is divided into two main sections: 'Assessment Information' and 'General Information'.

Assessment Information

Name:
Description:

General Information

Assessors

Linked Assessors:
Possible Assessors:

Remove Assessor

Lead Assessor:
Project:
Domain:
Level:

Additional Information

Edit an Assessment

- The name and description of the assessment can be changed without an impact on the assessment ratings
- Additional assessors can be added without impacting the existing assessment ratings
- Setting the assessment to Read only will disable the possibility to change or edit the rating and notes.

IMPORTANT

- By removing assessors from the assessment, their ratings and notes will be also deleted!

EDIT ASSESSMENT

Assessment Information

Domain	Automotive SPICE 3.1
Project	Demo Project
Name	<input type="text" value="AutomotiveSPICE 3.1 Assessment"/>
Description	<input type="text" value="AutomotiveSPICE 3.1 Assessment"/>
Level	<input type="text" value="5"/>
Read only?	<input type="checkbox"/>

Assessors

Assign Assessors	<input type="text" value="Demo Assessor"/> <input type="text" value="Handbooker Helper"/>	<input type="button" value="Remove Assessor"/>	<input type="button" value="Add Assessor"/>
Lead Assessor (optional)	<input type="text" value="Handbooker Helper"/>		

Excel Import

- Assessments which have been exported using the Excel Export function in the Assessor View can be imported back.
- In order to import the excel rating and notes, the assessment, project, domain and assessor must exist with the exact same name in the database.
- The function is useful if notes are being refined after the assessment by assessor not having anymore access to the Capability Adviser

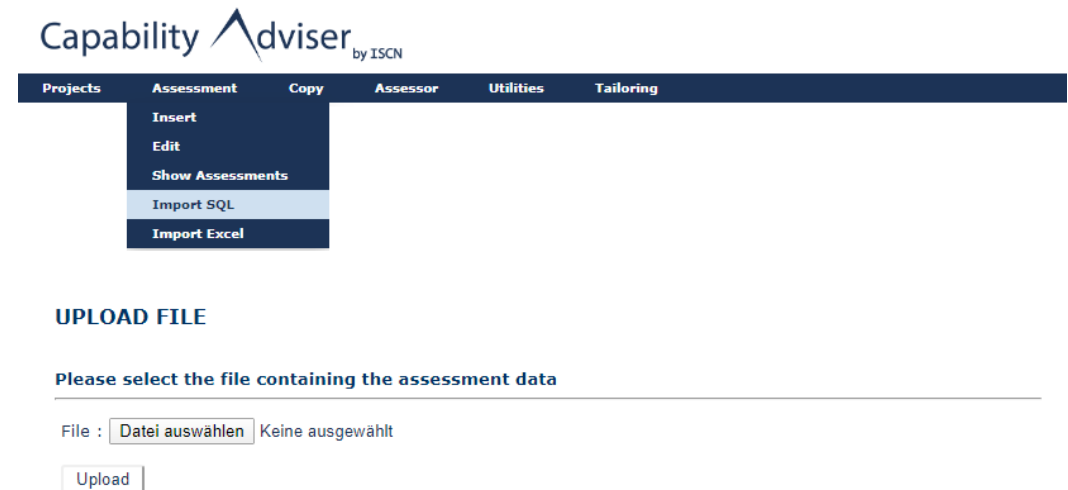
IMPORTANT

- The existing ratings and notes are overwritten!



Import Assessment

- Assessments which have been exported using the Assessment Export function in the Assessor View can be imported back using the Import SQL function.
- The function creates a new project, assessment and adds assessors if missing
- After uploading the exported assessment, follow the instructions
- The function is useful if assessments were created using the offline or Raspberry solution and are now imported back to the main Capability Adviser server.



Assessment Report Template

- For the assessment report an own template can be used
- The template has to be saved in the .docx format
- In the template placeholders have to be set, which are in the tool replaced by real data
- In the template only the content is replaced, the formatting is not changed
- The assessment report template can be uploaded by selecting from the Utilities menu Change Template
- Example:

Assessment Title:	{ASSESSMENT_TITLE}
Assessed organisation:	STATIC
Assessment date:	{PERIOD}
Assessment location:	STATIC
Project:	{PROJECT_NAME}



Assessment Title:	Demo Assessment Export
Assessed organisation:	STATIC
Assessment date:	07.06.2018 - 08.06.2018
Assessment location:	STATIC
Project:	Demo Project

Prepare Assessment Report Template

The template is filled with data using placeholders for the corresponding information. The following placeholders are used:

“{ASSESSMENT_TITLE}” : Title of the assessment

“{PROJECT_NAME}” : Name of the project

“{ASSESSORS}” : A list of all assessors in the assessment

“{CAP_LEVEL}” : A table with the level achievements

“{CAP_ATTRIBUTES}” : A table with the attribute satisfactions

“{RATING}” : A table with all rated elements

“{PERIOD}” : The assessment period

“{SPONSOR}” : The assessment sponsor

“{LOCAL_COORDINATOR}” : The local assessment coordinator

“{CLASS}” : The assessment class

“{TYPE}” : The assessment type

“{PROCESS_CONTEXT}” : The process context

“{MODEL_BASED_DEV}” : Is model based development used? (Yes/No)

“{AGILE}” : Is it an agile environment? (Yes/No)

„{DISTRIBUTED_DEV}“ : Is there distributed development? (Yes/No)

„{THIRD_PARTY}“ : Management of third party software? (Yes/No)

„{PLATFORM_LEGACY}“ : Management of platform and legacy software? (Yes/No)

„{APP_PARAM}“ : Are there application parameters? (Yes/No)