Perform Assessments
Online User Guide

Role of the Assessor

✓ Each Assessor has ist own account containing all performed assessments

✓ Assessors are added/edited through the Organisation account

✓ Assessments can be peformed by one or more Assessors

✓ Assessors document their findings and rate each BP/GP individualy

✓ Assessors generate an Assessment Report (Microsoft Word)

Before your start

The Capability Adviser is a web based tool. The ratings and notes are not stored on your computer locally but on a server. Therefor please keep in mind:

✓ During the assessment, don't change networks (e.g. change from one WiFi Network to another)

✓ Logout, before you restart your computer

✓ Adjust your power settings in order to prevent your computer going to sleep mode during the assessment

✓ Save your notes regularly during the assessment (Use the Save All button)

✓ Logout, if you intent to have a longer break

✓ Check if the network connection to the server is stable before the start of the assessment e.g. rate a practice and write a note and check if the note has been correctly saved.

Capability Adviser

Select Assessor from the Login Menu

Select project and assessment

Capability Adviser by ISCN

Please select one of the following assessments:

− **Demo Project**
  ➢ AutomotiveSPICE 31 Assessment
  ➢ Demonstration CapAdv-2020
  ➢ Re-Assessment Q4-2019

- Select the project you want to assess
- A number of assessments are displayed
- A project can have one or more assessments

Assessment View

After selecting the assessment, the main assessment window will appear. Select the appropriate process and capability level to assess

All Units

+ ACQ.3 Contract Agreement
+ ACQ.4 Supplier Monitoring
+ ACQ.11 Technical Requirements
+ ACQ.12 Legal and Administrative Requirements
+ ACQ.13 Project Requirements
+ ACQ.14 Request for Proposals
+ ACQ.15 Supplier Qualification
+ MAN.3 Project Management
+ MAN.5 Risk Management   ← Processes
+ MAN.6 Measurement
+ PIM.3 Process Improvement
+ REU.2 Reuse Program Management
+ SPL.1 Supplier Tendering
+ SPL.2 Product Release
− SUP.1 Quality Assurance
  ➢ SUP.1 1
  ➢ SUP.1 2
  ➢ SUP.1 3   ← Capability Levels
  ➢ SUP.1 4
  ➢ SUP.1 5
+ SUP.2 Verification
+ SUP.4 Joint Review
+ SUP.7 Documentation
+ SUP.8 Configuration Management
+ SUP.9 Problem Resolution Management
+ SUP.10 Change Request Management
+ SWE.1 Software Requirements Analysis
+ SWE.2 Software Architectural Design
+ SWE.3 Software Detailed Design and Unit Construction
+ SWE.4 Software Unit Verification
+ SWE.5 Software Integration and Integration Test
+ SWE.6 Software Qualification Test
+ SYS.1 Requirements Elicitation
+ SYS.2 System Requirements Analysis
+ SYS.3 System Architectural Design
+ SYS.4 System Integration and Integration Test
+ SYS.5 System Qualification Test

Assessment View

- After selecting the assessment, the main assessment window will appear.

- Select the appropriate process and capability level to assess

Rating

Notes

Rate the practice

- Ratings are saved on the Practice Level

- Findings are documented for each practice

- To save your finding/comment click on the Save button

- To view notes from other assessor click on the Other Notes button

- If a practice has a finding/comment and rating the grey box becomes checked

☑ **SUP.1.BP1**　**Develop a project quality assurance strategy.** Develop a strategy in order to ensure that work product and process quality assurance is performed at project level independently and objectively without conflicts of interest. [OUTCOME 1, 2]

　　　　N ○　　　　　P ○　　　　　L ○　　　　　F ◉　　　　Not App. ○　　　　☰ Note

A quality assurance strategy has been

💾 Save　Ⓒ Clear　☰ Other Notes

Change the Note Type

- Assessors can choose to document their notes in one text box or to separate strengths, weaknesses and comments/suggestions

- Select from the Settings menu Note-Type and change the Note Mode

- If switched back to one text box, notes saved as strength will be identified with a (+), weaknesses with a (-) and comments with a (o).

☑ **MAN.3.BP1**   **Define the scope of work.** Identify the project's goals, motivation and boundaries. [OUTCOME 1]

N ○   P ○   L ○   F ⦿   Not App. ○   ▤ Note

Strengths:

Weaknesses:

Comments/Suggestions:
```
Project Scope is documented in the Project Plan.
```

▤ Save   Ⓒ Clear   ▤ Other Notes

Settings
Password
Language
Note-Type
Algorithm
PPT Export Settings

ASSESSOR PREFERENCES

Please select a note mode

Note Mode | Strengths/Weaknesses/Improvement ▾ |

[Update]

Assessment Collaboration

- All Assessors work on the same Assessment

- Assessors see each other Notes and Ratings by selection the Consolidation feature from the Menu

- In a new window all assessor notes and ratings are displayed

- The consolidation process is therefore much faster as its easy to identify different ratings

» SPL.1 Supplier Tendering
» SPL.2 Product Release
» SUP.1 Quality Assurance

SUP.1.BP1 Develop a project quality assurance strategy.

| F | Handbooker Helper | A project quality assurance strategy has been developed properly. |
| L | Demo Assessor | The quality assurance strategy is defined in the QM Plan. |

Evidences: No evidences

SUP.1.BP2 Assure quality of work products.

| L | Handbooker Helper | No comments |
| L | Demo Assessor | No comments |

Evidences: No evidences

SUP.1.BP3 Assure quality of process activities.

| L | Handbooker Helper | No comments |
| L | Demo Assessor | No comments |

Evidences: No evidences

SUP.1.BP4 Summarize and communicate quality assurance activities and results.

| P | Handbooker Helper | No comments |
| P | Demo Assessor | No comments |

Evidences: No evidences

Support for the VDA rating guidelines

- Recommendations and Rules are included in the Automotive SPICE® 3.1 PAM

- In order to check if any rule/recommendation dependencies have been violated select from the Rating menu Consistency

- In a new window the violations are displayed

Hide Rating Rules **Hide Rating Recommendations**

Rated Rating	Rating	Related Rating	Rating	Rating Consistency:
SUP.1.BP4	F	SUP.1.BP2	L	[SUP.1.RC.4] If the quality of work products (BP2) is downrated, the indicators BP4, BP5, and BP6, respectively, should be downrated.
SUP.1.BP3	F	SUP.1.BP1	P	[SUP.1.RC.7] If the strategy (BP1) is downrated because of a missing verification approach for processes, or because of missing reporting methods, or because of an inappropriate escalation mechanism, or because of an inadequate objectivity and independence approach, the indicator BP3 should be downrated.
SUP.1.BP2	L	SUP.1.BP1	P	[SUP.1.RC.6] If the strategy (BP1) is downrated because of a missing verification approach for work products, or because of missing reporting methods, or because of an inappropriate escalation mechanism, or because of an inadequate objectivity and independence approach, the indicator BP2 should be downrated.

Automotive SPICE 3.1   **Automotive SPICE Demo**

Project Management   The purpose of the Project Management Process is to identify, establish, and control the activities and resources necessary for a project to produce a product, in the context of the project?s requirements and constraints.

MAN.3 1: ⊠ Summary   ⊞ Notes   🖫 Save All   ⧉ Evidences   ☑ Recommendations   ⓘ Rules

☑ **MAN.3.BP1**   **Define the scope of work.** Identify the project's goals, motivation and boundaries. [OUTCOME 1]

[MAN.3.RC.1]: If the scope of work (BP1) does not address the responsibilities of all affected parties regarding the project and product, the indicator BP1 should not be rated higher than L.
[MAN.3.RC.2]: If the commitment is not fulfilled by delaying the timeline of the project or by cancelling functionality etc., the indicators BP1 and BP3 should not be rated higher than L.

N ○   P ⦿   L ○   F ○   Not App. ○   ▤ Note

☑ **MAN.3.BP2**   **Define project life cycle.** Define the life cycle for the project, which is appropriate to the scope, context, magnitude and complexity of the project. [OUTCOME 2]

[MAN.3.RC.12]: If the project lifecycle does not contain phases that allow for addressing change requests and problem resolution, the indicator BP2 should be downrated.

N ⦿   P ○   L ○   F ○   Not App. ○   ▤ Note

☐ **MAN.3.BP3**   **Evaluate feasibility of the project.** Evaluate the feasibility of achieving the goals of the project in terms of technical feasibility within constraints with respect to time, project estimates, and available resources. [OUTCOME 2]

[MAN.3.RC.2]: If the commitment is not fulfilled by delaying the timeline of the project or by cancelling functionality etc., the indicators BP1 and BP3 should not be rated higher than L.
[MAN.3.RC.15]: If risks regarding feasibility are not considered, the indicator BP3 should be downrated.

N ○   P ○   L ○   F ○   Not App. ⦿   ▤ Note

Attribute/Percentage and Level Ratings

- Use the Calculate function from the Rating menu to view the attribute/percentage and level ratings
- Switch between Attribute, Percentage and Level Ratings through the Calculate menu option

The default method for rating the processes is the average algorithm where the following thresholds are used for the values:

- N with 0
- P with 0,33
- L with 0,67
- F with 1

Overrule rating

- To overrule the rating, click on the button overrule and change the rating by clicking on it
- Overruled ratings are identified with an asterisk (*)
- To change the rating back to the calculated, select the rating from the list without the asterisk

Capability Level Attributes for Re-Assessment Q4-2018

Assessment Report

- The Assessment Report can be generated by including ratings and notes for one (typically the lead) or more assessors
- The Assessment Report is available in a Word Format
- Templates for the Assessment Report can be configured and uploaded through the Organisation account

Word-Report

- ☐ self assessment
- ☐ Demo Assessor
- ☑ Handbooker Helper

- ☑ Show Rating Recommendations
- ☑ Show Rating Rules

- ☑ Use the Organsation Template
- ☐ Template in landscape format

Export

MAN.3 Project Management

MAN.3 Level 1

F	MAN.3.BP1 Define the scope of work.
Note:	The Project Scope is documented in the Project Plan.

F	MAN.3.BP2 Define project life cycle.
Note:	

F	MAN.3.BP3 Evaluate feasibility of the project.
Note:	

-	MAN.3.BP4 Define, monitor and adjust project activities.
Note:	

-	MAN.3.BP5 Define, monitor and adjust project estimates and resources.
Note:	

-	MAN.3.BP6 Ensure required skills, knowledge, and experience.
Note:	

| - | MAN.3.BP7 Identify, monitor and adjust project interfaces and agreed commitments. |

Excel Export

- The export can be created for one or more assessors
- The excel export can also include the rating recommendations and rating rules
- By default only rated processes are exported
- To export all processes (e.g. as a Offline Backup) → select Export all Units

Powerpoint Management Summary

- For each process a summary can be added

- The summary is used to create a PowerPoint presentation

- The PowerPoint presentation has no design elements and can be easily copied to the organisational template

Automotive SPICE 3.1 (VDA Scope)

Quality Assurance The purpose of the Quality Assurance Process is to provide independent and objective assurance that work products and processes comply with predefined provisions and plans and that non-conformances are resolved and further prevented.

SUP.1 1: ☑ Summary ⊞ Notes 🖺 Save All ⬚ Evidences ☑ Recommendations ⚠ Rules

```
+ The strategy is defined in teh QA-Plan
+ Work product reviews were planned and performed
```

☑ **SUP.1.BP1 Develop a project quality assurance strategy.** Develop a strategy in order to ensure that work product and process quality assurance is performed at project level independently and objectively without conflicts of interest. [OUTCOME 1, 2]
    N ○   P ○   L ○   F ◉   Not App. ○ ▤ Note

☐ **SUP.1.BP2 Assure quality of work products.** Perform the activities according to the quality assurance strategy and the project schedule to ensure that the work products meet the defined work product requirements and document the results. [OUTCOME 2, 3, 4]
    N ○   P ○   L ◉   F ○   Not App. ○ ▤ Note
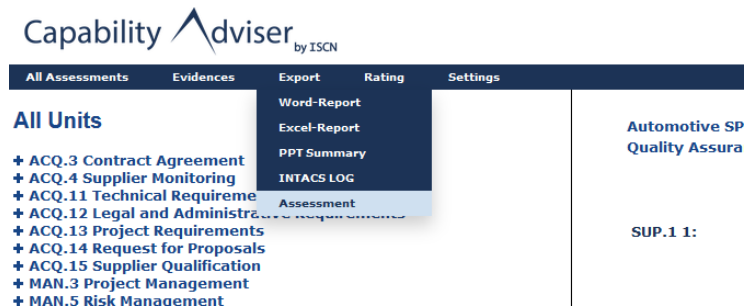
Process SUP.1 Level 1

1. - The Strategy is documented in the SW-QA Plan, the objectives on the system level are missing.
2. - The SWQA is part of the development team, independence is not assured.
3. - Review of work products not planned.

Export Assessment

- Assessments can be exported:

- The function can be used as backup or if the assessment is done using an Capability Adviser Offline Version (Installed on a Laptop) or Raspberry Version and the results should be imported back to the server
- The assessment can be imported only through the Organisation Interface

Evidence Collection

- **For an assessment evidences can be collected either via the Quick-Evidence feature**

- **Or through the Evidence Upload feature**