# 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. Please keep therefore 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.
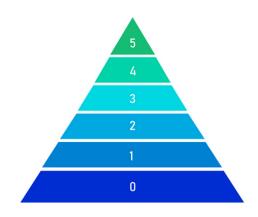
## Select Assessor from the Login Menu

Capability Adviser

| About | Software Process Assessment | Process Assessment Model | Browse Domains | Login | Help |

Assessor

Organisation

### THE GOALS

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

5
4
3
2
1
0

## Welcome to the Capability Adviser Web Assessment
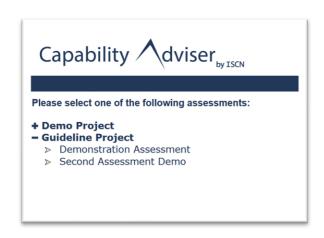
The Version 8.1 includes:

- Document your assessment notes in separate fields as strength, weaknesses and suggestion/improvements
- Notes are saved automatically, no worries that notes get lost
- Improved Benchmarking functionality to compare and analyse assessment results and determine which practices need a general improvement
- Improved Assessment Report with Evidence list export
- Deactivating Assessors, which are not any more active, assessments still include all their ratings and notes
- Set assessments to read-only in order to archive them
- Automatic generate your iNTACS log after the assessment
- Decreased load times drastically
- Many small bug fixes and improvements

The Capability Adviser is a web based team assessment tool, supporting Automotive SPICE(r) 3.1, VDA Guidelines, joint assessments, assessment reports and much more.

Visit the Capability Adviser product page at: www.iscn.com

## Select project and assessment



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

# Capability Adviser

## Assessment View

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



Processes

Capability Levels

## Assessment View

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

- Select the appropriate process and capability level to assess

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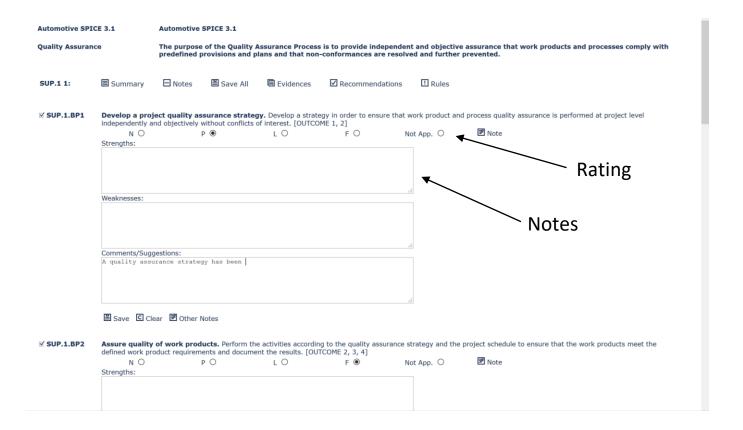
- If a practice has a finding/comment and rating the grey box becomes checked

☑ **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

Strengths:

Weaknesses:

Comments/Suggestions:

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).
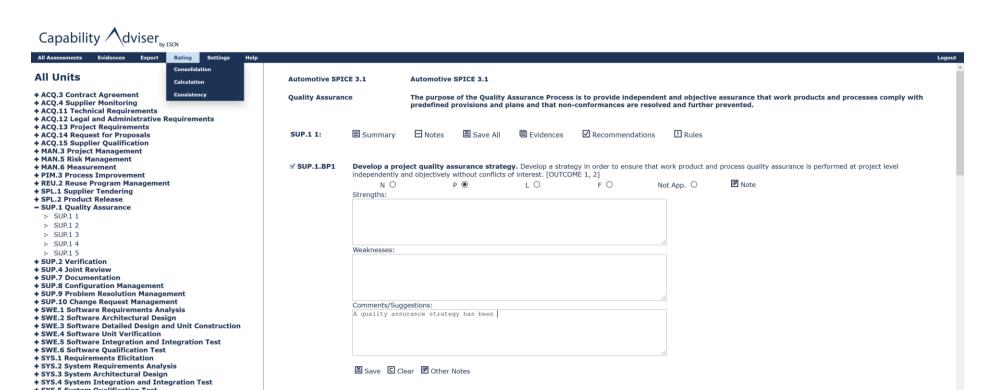
☑ SUP.1.BP1

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

Strengths:

Weaknesses:

Comments/Suggestions:
A quality assurance strategy has been

💾 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 Comments and Ratings by using the Consolidation feature

- Faster consolidation of Results

- Faster preparation of Assessment Reports (all comments/ratings in one place)

## 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

ACQ.4 1:    Summary    Notes    Save All    Evidences    Recommendations    Rules

☑ ACQ.4.BP1    **Agree on and maintain joint processes, joint interfaces, and information to be exchanged.** Establish and maintain an agreement on i on joint processes and joint interfaces, responsibilities, type and frequency of joint activities, communications, meetings, status reports and re

[ACQ.4.RC.1] If relevant agreed requirements of the customer?s customer (e.g. OEM), are not part of agreements between supplier and custor downrated.
[ACQ.4.RC.3] If BP1 is downrated due to incomplete agreements between supplier and customer (see ACQ.4.RL.2), this should be in line with t indicators of relevant processes of the project scope.

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

**Export    Rating    Settings    Help**

Consolidation

Calculation

Consistency

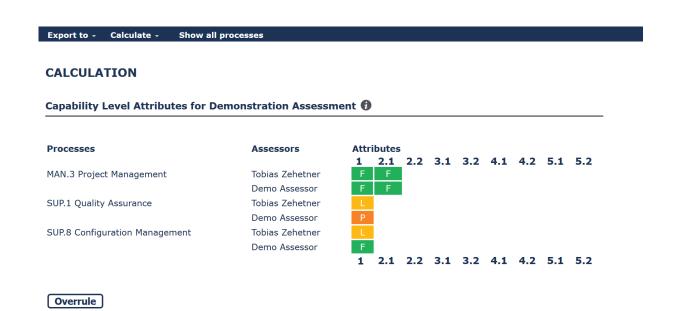| Hide Rating Rules | | Hide Rating Recommendations | | |
|---|---|---|---|---|
| Rated Rating | Rating | Related Rating | Rating | Rating Consistency: |
| MAN.3 2.2.4 | P | MAN.3 2.2.1 | N | [CL2.RL.41] If the indicator for defining requirements for the work products (GP 2.2.1) is downrated due to non-appropriate review and approval criteria, the indicator GP 2.2.4 shall be downrated. |
| MAN.3 2.2.3 | P | MAN.3 2.2.2 | N | [CL2.RL.40] If the indicator for defining requirements for documentation and control of the work products (GP 2.2.2) is downrated, the indicator GP 2.2.3 must not be rated higher. |
| MAN.3 2.1.6 | L | MAN.3 2.1.2 | P | [CL2.RL.27] If the indicator for planning the performance of the process (GP 2.1.2) is downrated, the indicator GP 2.1.6 must not be rated higher. |
| MAN.3 2.1.6 | L | MAN.3 2.1.5 | P | [CL2.RL.28] If the indicator for defining responsibilities and authorities (GP 2.1.5) is downrated due to inadequately defined responsibilities, the indicator GP 2.1.6 shall be downrated. |
| MAN.3 2.1.4 | L | MAN.3 2.1.1 | N | [CL2.RL.24] If the indicator for identifying the objectives of the process (GP 2.1.1) is downrated, the indicator GP 2.1.4 shall be downrated. |

# Capability Adviser

## 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

- In a new window the violations are displayed

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

| | Demo Assessor | L | L | F |
|---|---|---|---|---|
| SWE.2 Software Architectural Design | Demo Assessor | L | | |
| SWE.3 Software Detailed Design and Unit Construction | Demo Assessor | L | | |
| SWE.5 Software Integration and Integration Test | Demo Assessor | P | | |
| SWE.6 Software Qualification Test | Tobias Zehetner | F | | |
| SYS.5 System Qualification Test | Demo Assessor | L | | |

**1  2.1  2.2  3.1  3.2  4.1  4.2  5.1  5.2**

**Overrule**

## 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
- ☐ Tobias Zehetner
- ☐ Damjan Ekert

- ☐ Show Rating Recommendations
- ☐ Show Rating Rules

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

**Export**

## 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

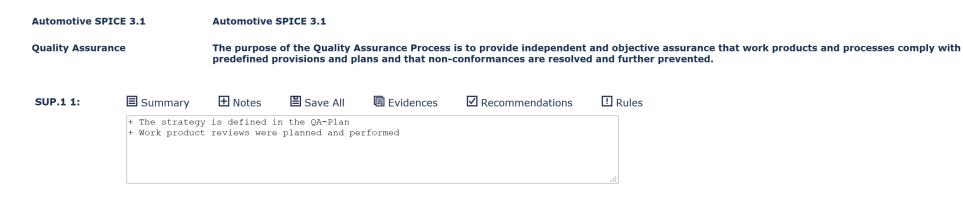- To export all processes (e.g. as a Offline Backup) → select Export all Units

**Excel-Report**

- ☐ self assessment
- ☑ Demo Assessor
- ☐ Tobias Zehetner
- ☐ Damjan Ekert

- ☐ Show Rating Recommendations
- ☐ Show Rating Rules

- ☐ Export all Units (Offline Backup)

**Export**

## 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**

**Automotive SPICE 3.1**

**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 the QA-Plan
+ Work product reviews were planned and performed
```

## 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
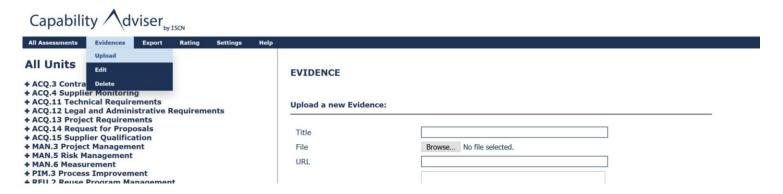- The assessment can be imported only through the Organisation Interface

## Evidence Collection

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

**SUP.1 1:**   📰 Summary      ⊞ Notes      🖫 Save All      🖹 Evidences      ☑ Recommendations

| Title | Description | |
|-------|-------------|---|
| 📑 QA-Plan | QA-Plan | **Edit** \| - |
| 📑 QM-Plan | QM-Plan | **Edit** \| - |

- Or through the Evidence Upload feature

## DOs and DON'Ts

- Regularly Save your Notes (use the Save All Notes button)

- Don't change the (Wireless) network during the assessment

- Log out if you are going to lunch breaks

- 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.