



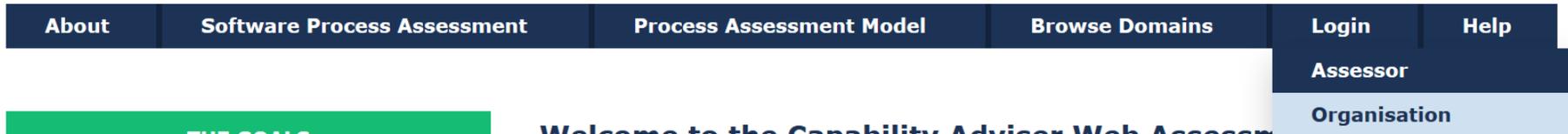
Create and Administer Assessments

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

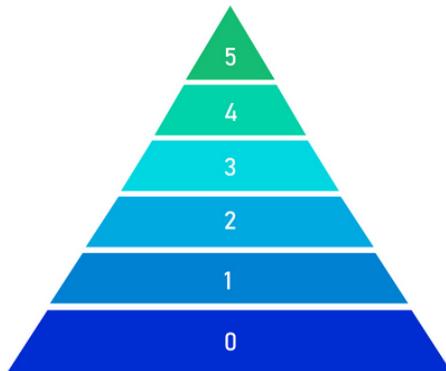
Select Organisation from the Login Menu

Capability Adviser



THE GOALS

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



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

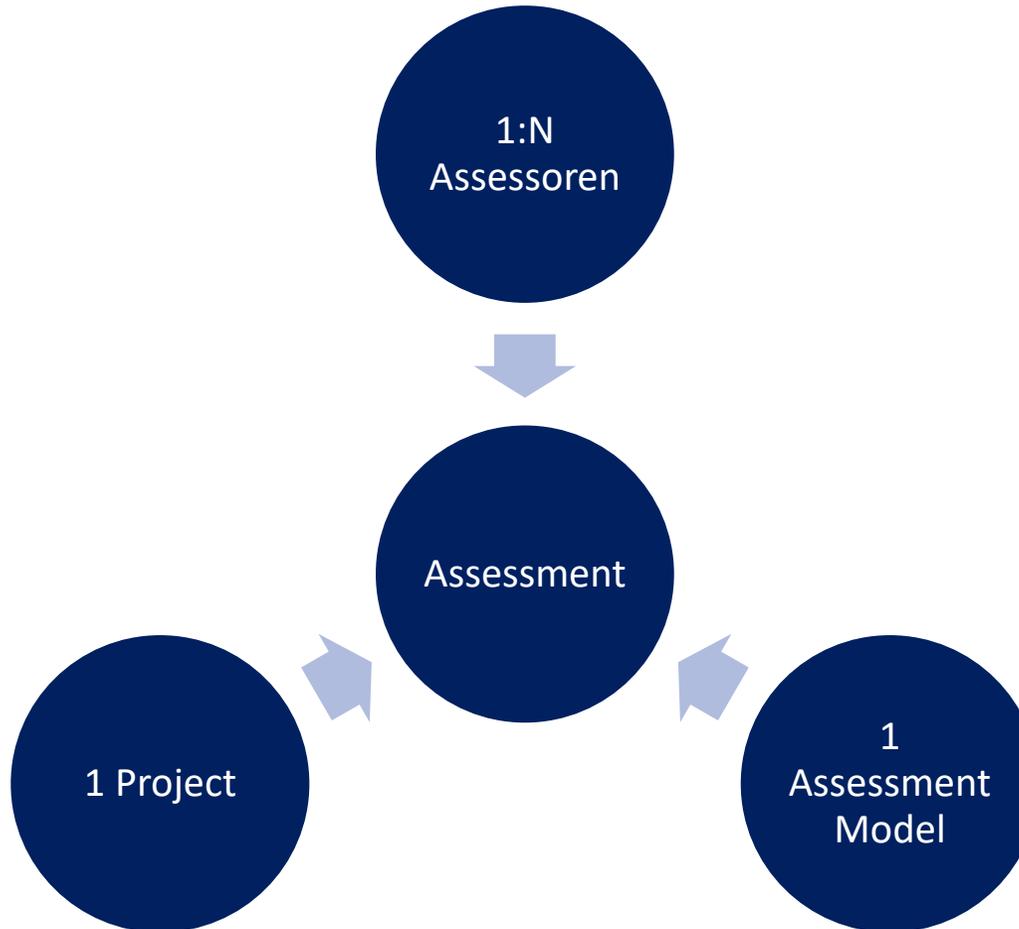
The Capability Adviser is a web based team assessment tool, supporting Automotive SPICE(r) 3.1, VDA Guidelines, joint assessments, assessment reports and much more.

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

Create Assessment

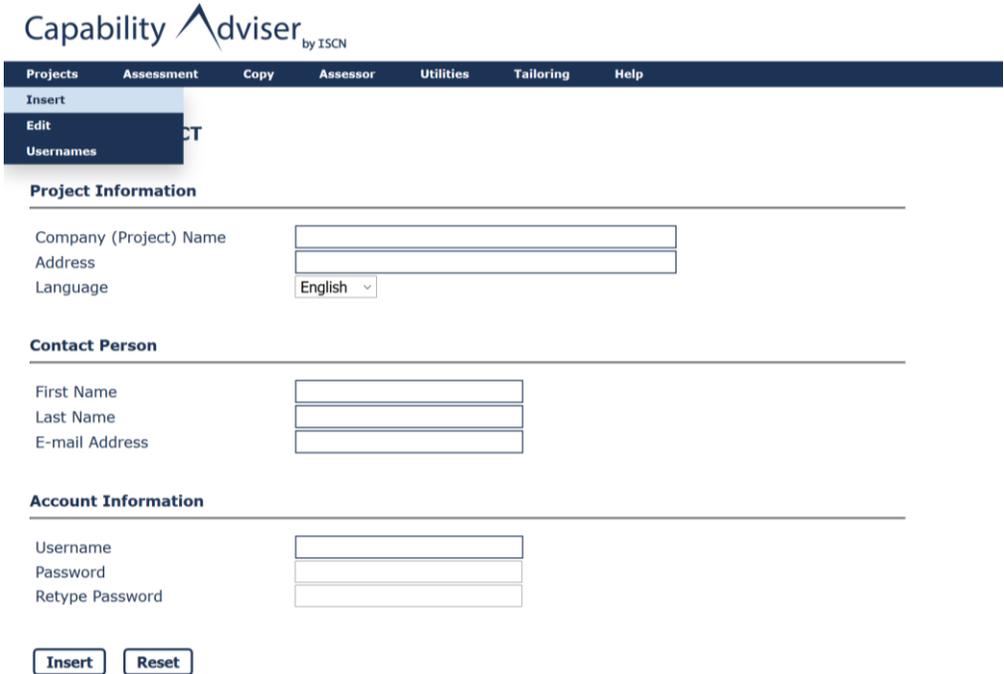
In order to create an assessment a project has to exist and at least one assessor who will perform the assessment.

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.



The screenshot shows the 'Capability Adviser by ISCN' web application. At the top, there is a dark blue navigation bar with the following menu items: Projects, Assessment, Copy, Assessor, Utilities, Tailoring, and Help. Below the navigation bar, a dropdown menu is open, showing 'Insert' (highlighted), 'Edit', and 'Usernames'. The main content area is titled 'Project Information' and contains three sections: 'Project Information', 'Contact Person', and 'Account Information'. Each section has input fields for various details. At the bottom, there are 'Insert' and 'Reset' buttons.

Capability Adviser by ISCN

Projects Assessment Copy Assessor Utilities Tailoring Help

Insert
Edit
Usernames

Project Information

Company (Project) Name
Address
Language

Contact Person

First Name
Last Name
E-mail Address

Account Information

Username
Password
Retype Password

Insert Reset

Additional Usernames

There's an option to add additional usernames/logins for the same project

ADD/REMOVE USERNAMES

Current usernames

No additional usernames! ^

v

Remove

Add username

Username

Password

Retype Password

Add

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.

The screenshot shows the 'Capability Adviser' web application interface. At the top, there is a navigation menu with the following items: Projects, Assessment, Copy, Assessor, Utilities, Tailoring, and Help. The 'Tailoring' menu item is selected, and a dropdown menu is open, showing three options: Add, Delete, and Reassign. The 'Add' option is highlighted. Below the navigation menu, the main heading is 'INSERT TAILORED DOMAIN'. The form is divided into two sections: 'General' and 'Existing Domains and Units'. In the 'General' section, there are two input fields: 'Domain identifier' and 'Domain description'. In the 'Existing Domains and Units' section, there are three fields: 'Domain Type' (a dropdown menu with 'SPICE' selected), 'Domains' (a dropdown menu with 'Please select a domain...' selected), and 'Units' (a large empty text area). At the bottom of the form, there are two buttons: 'Insert Domain' and 'Reset'.

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 on the Additional Information button
- Within the Administrator Interface, additional attributes for the assessment can be defined (e.g. OEM, Business Unit) and added

Capability Adviser by ISCN

Projects Assessment Copy Assessor Utilities Tailoring Help

INSERT

Assessment

Insert

Edit

Show Assessments

Import SQL

Import Excel

Name

Description

General Information

Assessors

Linked Assessors:

No Assessor yet!

Possible Assessors:

asd asd

Assessor Demo

Assessor Test

Common C.

De Mo

Remove Assessor

Add Assessor

Lead Assessor

Project

Domain

Level

Demo Project (Company)

Capability Maturity Model Integration

5

Additional Information

Insert

Reset

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!

The screenshot displays the 'Capability Adviser' web application interface. At the top, there is a navigation menu with tabs for 'Projects', 'Assessment', 'Copy', 'Assessor', 'Utilities', 'Tailoring', and 'Help'. The 'Assessment' tab is active, and a dropdown menu is open, showing options: 'Insert', 'Edit', 'Show Assessments', 'Import SQL', and 'Import Excel'. The 'Edit Assessment' page is titled 'Automotive SPICE 3.1 VDA SCOPE Demo Project'. It contains a form with the following fields: 'Domain' (Automotive SPICE 3.1 VDA SCOPE), 'Project' (Demo Project), 'Name' (New Demo Assessment), 'Description' (New Demo Assessment), 'Level' (5), and 'Read only?' (checkbox). Below the form is an 'Assessors' section with a dropdown menu for 'Assign Assessors' (currently showing 'Assessor Demo') and a 'Lead Assessor (optional)' dropdown (also showing 'Assessor Demo'). There are 'Remove Assessor' and 'Add Assessor' buttons. At the bottom, there are three buttons: 'Additional Information', 'Update', and 'Delete'.

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

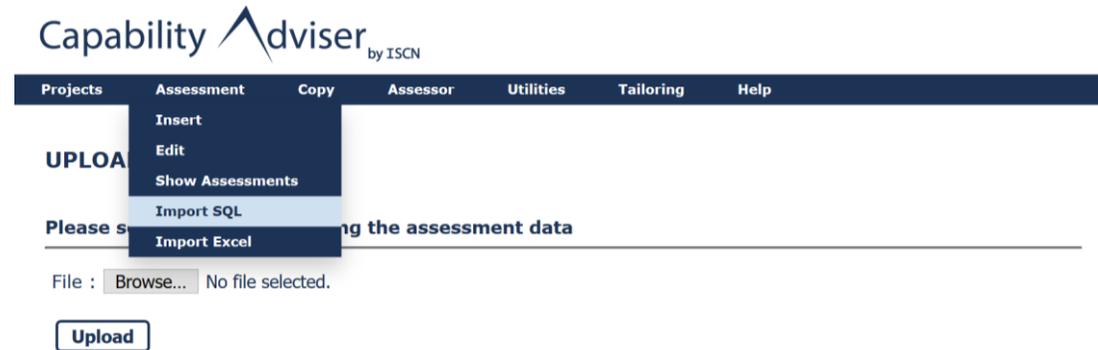
IMPORTANT

- 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)