Taking Charge of Your CMMI® Implementation Through Automation

Appraisal Wizard®
Before the Appraisal (Implementation)
- Establishing a data collection strategy
- Understanding the data you have and the data you don’t have
- Using PIIDS
- Tracking Progress

During the Appraisal (Plan, Prepare, Conduct)
- Managing the planning process
- Readiness Review strategy
- Conducting the appraisal
- Consolidating the data

After the Appraisal (Report)
- Showing current state
- Monitoring gap closure to desired state
## Data Collection Strategy

- Agree on a common DIR structure for each selected project
- Provide access to project documents from their respective sources

### Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| By PA, completing each SP | - Respond to the question  
- Attach the relevant documents |
| Complete the GP – from GP 2.1 to GP 2.10, GP 3.1 & GP 3.2 | - For each GP respond to the question covering all PAs  
- Attach the relevant documents |
| By PA, completing each SP and GP | - Respond to the question  
- Attach the relevant documents  
- Response to the GP will be built up gradually as you progress from one PA to the next |

- Enter all the documents from the Document List
- By PA, complete each SP and GP
Site personnel use Appraisal Wizard to work on their PIID data records, and respond to the questions relating to the PAs within scope. Attach the relevant documents to each response.

Client POC works with project managers to agree on a common approach of collecting the document data into the Appraisal Wizard file.

Create PIID files for each selected project.

Submit the completed project responses with the document attached to each PIID data record for each project.

The Lead and/or Team reviews the consolidated project responses in the Appraisal Wizard database to determine the readiness for an appraisal. The appraisal team the data set for the appraisal.
# Level of Detail

<table>
<thead>
<tr>
<th>#</th>
<th>Project Practice</th>
<th>Project</th>
<th># Direct Artifacts</th>
<th># Indirect Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REQM SP 1.2</td>
<td>Project A</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>REQM SP 1.2</td>
<td>Project B</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>REQM SP 1.2</td>
<td>Project C</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>REQM SP 1.2</td>
<td>Project D</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>REQM SP 1.2</td>
<td>Project E</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

![Bar Chart](image)
Common Data Common Tool

- **Before the Appraisal (Implementation)**
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Planning and Preparation

Schedule Development

Participant Definition
Data Review

Status and Verification

Record Generation/Project Association

Introduction - 10
Practice Characterization

Practice coverage and instantiation – level characterization

Practice level rating – project / instantiation-level
### Summary Report Generation (AM121)

#### Options
- Report Name: **Findings Presentation**
- Global records first

#### Step 1: Choose Model and Data Grouping
- Step 2: Record Filter
- Step 3: Record Order/Suppression
- Step 4: Duplicate Rec Appearances
- Step 5: Output Options / Generate Report

This page shows all of the report sections. You may elect to suppress printing of certain records. You may also alter the order that records will be presented in.

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBAL</td>
<td>Strength</td>
</tr>
<tr>
<td>Requirem</td>
<td>Strength</td>
</tr>
<tr>
<td>Requirem</td>
<td>Weakness</td>
</tr>
<tr>
<td>Project Plan</td>
<td>Strength</td>
</tr>
<tr>
<td>Project Plan</td>
<td>Weakness</td>
</tr>
<tr>
<td>Project Mon</td>
<td>Strength</td>
</tr>
<tr>
<td>Project Mon</td>
<td>Alternate Practice</td>
</tr>
<tr>
<td>Project Mon</td>
<td>Weakness</td>
</tr>
<tr>
<td>Supplier Agi</td>
<td>Strength</td>
</tr>
</tbody>
</table>

#### Record Text
- **2** Company policy is followed throughout the organization to...
- **28** Projects follow a multi-tier process to ensure product quality...
- **119** All new hires must go through two weeks of initiation...
- **189** After being assigned to a project, they are required to go through orientation and shadowing as defined in the project plans...

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CMMI Conference V1.0  
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Common Data Common Tools

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## Detailed Reports

### Process Area Worksheet

**Master Appraisal Wizard Training (2) - Observations**

**Process Area: REQM, CMMi V1.1 Staged SE-SW-IPPD-SS**

<table>
<thead>
<tr>
<th>Component</th>
<th>Observations</th>
<th>Observation Type</th>
<th>Accuracy</th>
<th>Corrob</th>
<th>Global</th>
<th>Non-CMMI</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQM SP 1.1</td>
<td>89 Projects work to elicit, understand, and balance client needs expectations, constraints, and interfaces with the client end user, and other affected team members throughout the life cycle to ensure requirements are clear, and necessary and sufficient technical solutions are the most effective for the needed business solution.</td>
<td>Strength</td>
<td>Accepted</td>
<td>Yes</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### By Process Area

<table>
<thead>
<tr>
<th>Practice</th>
<th>Doc ID / Comments</th>
<th>Title / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM1</td>
<td>Spakky013</td>
<td>Spakky Requirements - Elicitation Process</td>
</tr>
<tr>
<td>PM2</td>
<td>Spakky012</td>
<td>Spakky Requirements - Review Meeting Minutes</td>
</tr>
<tr>
<td>PM3</td>
<td>RobotMan009</td>
<td>RobotMan Requirements - Review Meeting Minutes</td>
</tr>
<tr>
<td>PM4</td>
<td>Discedd004</td>
<td>Discedd Requirements - Review Meeting Minutes</td>
</tr>
<tr>
<td>FTL</td>
<td>004-Tuxton</td>
<td>Tuxton - CMMI instrument</td>
</tr>
<tr>
<td>RAD</td>
<td>003-RobotMan005</td>
<td>RobotMan - CMMI Instrument</td>
</tr>
<tr>
<td>Instru</td>
<td>002-Spakky</td>
<td>Spakky - CMMI Instrument</td>
</tr>
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This was the instrument provided to the Discedd project manager prior to the assessment.

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<tr>
<td>PM1</td>
<td>RobotMan007</td>
<td>RobotMan Proof of Concept Report</td>
</tr>
<tr>
<td>PM2</td>
<td>Tuxton017</td>
<td>Tuxton Turbo JAD Meeting Minutes</td>
</tr>
<tr>
<td>Instru</td>
<td>004-Tuxton</td>
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<td>RobotMan - CMMI Instrument</td>
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<td>002-Spakky</td>
<td>Spakky - CMMI Instrument</td>
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<td>001-Discedd</td>
<td>Discedd - CMMI Instrument</td>
</tr>
</tbody>
</table>

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Process Area Results

Final Findings - Practice by Process Area

Process Areas
- REQM
- PP
- PMC
- SAM
- M&A
- PPQA
- CM

Practices
- Practices