

Software Process Procedures and Policy Manual for YOUR COMPANY

1. Introduction

MicroTools is proposing to assist YOUR COMPANY in improving the existing software process. The purpose of this project is to both improve the process already in place, but also better position YOUR COMPANY for obtaining future contracts. The deliverable from this project would be a Software Process Procedures and Policy Manual tailored to YOUR COMPANY's unique corporate environment, history and existing policies.

The general way this Manual is used is that it will define the "full-blown" software process at YOUR COMPANY. Each new software project will create a software project plan that will tailor these requirements to the specific requirements of the project. For example, an R&D project may forego some of the formal reviews and testing. A specific contract may have different documentation requirements.

As part of this project, MicroTools will perform the following basic activities:

- Assess the Existing Process
- Create a Proposed Plan
- Review the Proposed Plan with YOUR COMPANY
- Implement the Plan
- Review the Finished Procedures Manual.

2. Assessment of the Existing Process

MicroTools will initially assess the state of the entire software development process at YOUR COMPANY. This will be accomplished through document review and working closely with YOUR COMPANY personnel. At the end of this phase, a report will be issued and the results will be reviewed with YOUR COMPANY personnel.

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