

D123: DEMO OF Software Industry V3.0 latest version Dev Model Maturity level 3 Sample Document Kit **Price 1099 USD**

Total editable sample documentation package for quick process improvement helps to prepare company own documents to meet CMMI model requirements for appraisal audits

Complete editable document tool kit (Policy manual, process flow chart, procedures, blank forms, filled forms, guidelines, coding standards, audit checklist, Job Description, etc.)

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**Chapter-1.0 CONTENTS OF IT PROCESSES V3.0 LEVEL 3 DOCUMENT KIT FOR DEVELOPMENT
(More than 280 document files of more than 600 editable pages)**

A. The Total editable document kit has 10 main directories as below in word/excel.

PROCESS MATURITY -V3.0 Maturity Level – 3 Document kit for stage représentation

Sr. No.	List of Directory	Document of Details
1.	Policy Manual	01 file in MS Word
2.	Procedures	29 procedures in MS Word
	• Managing	06 Procedures in MS Word
	• Doing	08 Procedures in MS Word
	• Enabling	04 Procedures in MS Word
	• Improving	05 Procedures in MS Word
	• Optional processes procedures (optional six procedures on Safety; Security; Data management; Data quality; virtual work is given as reference)	06 Procedures in MS Word
3.	Process Flow	01 file in MS Word
4.	Guidelines, SOP and Policies	37 Guidelines, SOP and Policies in MS Word
	• Guidelines	18 Guidelines in MS Word
	• Standard operating procedures (SOP)	13 Standard operating procedures in MS Word
	• Policies	06 Policies in MS Word
5.	Formats/Templates	111 formats in MS Word & excel
	Name of departments	
	Business Analyst (BA)	07 formats in MS Word & excel
	Configuration (CA)	04 formats in MS Word & excel
	Organization Process Group (OPG)	07 formats in MS Word & excel
	OPG (System improvements and measurement)	13 formats in MS Word & excel
	Purchase (PUR)	04 formats in MS Word & excel
	Quality Assurance (QA)	03 formats in MS Word & excel
	Quality Control (QC)	06 formats in MS Word & excel
	Software (Execution)	13 formats in MS Word & excel
	Software (Planning)	10 formats in MS Word & excel
Training (TRG)	10 formats in MS Word & excel	
	Optional Additional processes (Safety; Security; Data management; Data quality; virtual work)	34 formats in MS Word & excel
6.	Coding Standards	07 Coding standards in MS Word
7.	Audit Checklist for QA audit	12 files of more than 400 questions
8.	Filled Formats / sample filled Templates	43 filled formats in MS Word & excel
9.	Sample Gap Analysis Report	07 Gap analysis report in MS excel
10.	Job Description & Specification	39 Job description in MS Word

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Total 280 files quick download in editable form by e delivery

B. Documentation:-

Our document kit is having sample documents required for implementation of, V3.0 development model for stage maturity level 3 in software industry. The documents are prepared by the highly experienced team of people with rich experience of process improvement and process enhancement and many companies are appraised successfully under, V3.0 maturity level 3 with our help. You need to study the document kit and do necessary changes as per your company need and within 2 to 3 week your entire documents are ready as well as your team will get **many ideas to optimize your process performances to reduce the cost and effort to increase the profits with all necessary controls and your total documents are ready.** If many forms you do not want to use then do not take it but for good system, we had given all type of templates and organization use it as per their need and many organizations are certified globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory many files are made in word or excel Document as per the details listed below. All the documents are related to **PROCESS MATURITY, V3.0**, for software companies for development model and user can edit it in line with their own processes.

1. Policy Manual:

It covers sample copy of policy manual and requirement wise details for how **PROCESS MATURITY, V3.0** model for maturity Level 3 is implemented. It covers sample policy for all process areas, Quality policy and organization structure and covers 1st tier of **PROCESS MATURITY, V3.0** Level 3 documents.

Table of Contents

1.0	Introduction
2.0	Responsibilities
3.0	Applicability
4.0	General Guidance
4.1	Organization Vision
4.2	Organization Mission
4.3	Organization Business Objectives
4.4	Organization Quality Policy
4.5	Organization Information Security Policy
4.6	Organization Performance measurement matrix
5.1 to 5.20	Process Area for PROCESS MATURITY level 3 implementation summary at macro level
	Annexure – 1 Organization Chart

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2. Procedures (29 Procedures):

It covers sample copy of procedures covering all the specific practice areas of processes. Our procedures help the organization to make the best system and quick process improvements. All procedures are as listed below. In below list 6 additional optional process details are given as reference. If your company do not opt for security; safety; data management and virtual work, then do not opt for such procedures.

List of Procedures (29 procedures)

Sr. No.	Procedure No.	Name of Procedure
1. Managing Procedures		
1.	PRO/01	Procedure for Planning
2.	PRO/02	Procedure for Estimation
3.	PRO/03	Procedure for Risk and Opportunity Management
4.	PRO/04	Procedure for Monitoring and Control
5.	PRO/05	Procedure for Organizational Training
6.	PRO/06	Procedure for Process Tailoring Criteria / Guidelines
2. Doing Procedures		
7.	PRO/07	Procedure for Requirements Development and Management
8.	PRO/08	Procedure for Technical Solution
9.	PRO/09	Procedure for Peer Review
10.	PRO/10	Procedure for Supplier Agreement Management
11.	PRO/11	Procedure for Product Integration
12.	PRO/12	Procedure for Verification and Validation
13.	PRO/13	Procedure for Delivery and Project Closure
14.	PRO/14	Procedure for Process Quality Assurance
3. Enabling Procedures		
15.	PRO/15	Procedure for Decision Analysis and Resolution (DAR)
16.	PRO/16	Procedure for Configuration Management
17.	PRO/17	Procedure for Configuration Audits
18.	PRO/18	Procedure for Casual Analysis and Resolution
4. Improving Procedures		
19.	PRO/19	Procedure for Process Asset Development
20.	PRO/20	Procedure for Managing performance and measurement
21.	PRO/21	Procedure for Process Management
22.	PRO/22	Procedure for Implementation of Infrastructure
23.	PRO/23	Procedure for Governance
5. Optional Processes Procedures		
24.	PRO/24	Procedure for Data Management

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- | | | |
|-----|--------|---|
| 25. | PRO/25 | Procedure for Data Quality |
| 26. | PRO/26 | Procedure for Enabling Safety (ESAF) |
| 27. | PRO/27 | Procedure for Enabling Security |
| 28. | PRO/28 | Procedure for Enabling Virtual Work |
| 29. | PRO/29 | Procedure for Managing security threats & vulnerabilities |

3. Process Flow Chart:

These covers process flow chart. This document is having process flow chart for micro level activity details for the life cycle model. Also, it includes for each phase of the life cycle model the details of entry criteria, task, work products, responsibilities, applicable standards, tools, verification and validation details and exit criteria for the stages listed below:

1. Requirement Stage
2. Project Start Up Stage
3. Build Stage (Design, Construction and Unit Testing)
4. Implementation Stage (System, Integration and Acceptance Testing)
5. Delivery Process
6. Project Completion Stage
7. PPQA audit Stage
8. Organization Activity (OPD and OPF) and Organization Training

4. Guidelines, SOPs and Policies:

It covers sample copy of guidelines, standard operating procedures and policies covering all the details and for training to the user to implement the processes and get detail ideas for process implementation and improvement.

A. List of Guidelines

Sr. No.	Guideline No.	Name of Guidelines
1.	GUD/01	Guidelines for Software Development Model
2.	GUD/02	Guidelines for Software Development Life Cycle (SDLC)
3.	GUD/03	Guidelines for Team Rules
4.	GUD/04	Guidelines for Work Environment
5.	GUD/05	Guidelines for Risk
6.	GUD/06	List of Common Risks
7.	GUD/07	Guidelines for Metrics
8.	GUD/08	Guidelines for Proof of Concept
9.	GUD/09	Guidelines for Preparation of Prototype

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10.	GUD/10	Guidelines for Monthly Management Review Meeting
11.	GUD/11	Guidelines for Design
12.	GUD/12	Guidelines for Peer Review
13.	GUD/13	Guidelines for Preparation of User Manual
14.	GUD/14	Guidelines for Preparation of Installation Manual
15.	GUD/15	Guidelines for Unit Test planning
16.	GUD/16	Guidelines for Estimation
17.	GUD/17	Guidelines for Use Case Point Estimation
18.	GUD/18	Guidelines for Software Replication and Delivery

B. List of Standard operating procedures

Sr. No.	SOP No.	Name of Standard operating procedures
1.	SOP/EVW/01	SOP for Virtual work guidance book
2.	SOP/EVW/02	SOP for Roles & Responsibilities for Virtual work
3.	SOP/EVW/03	SOP for Strategy for virtual work
4.	SOP/EVW/04	SOP for List of criteria for remote work
5.	SOP/SAF/01	SOP for Handling, Storage and Disposal of waste
6.	SOP/SAF/02	SOP for General Follow – Up
7.	SOP/SAF/03	SOP for Mock Drill
8.	SOP/SAF/04	SOP for Safety and Security
9.	SOP/SAF/05	SOP for Accident Reporting, Investigation and Analysis
10.	SOP/SEC/01	SOP for Access control
11.	SOP/SEC/02	SOP for Business continuity management planning
12.	SOP/SEC/03	SOP for Compliance with legal requirements
13.	SOP/SEC/04	SOP for IT Incident Recording and Reporting

C. List of Policies

Sr. No.	Policy No.	Name of Policy
1.	Policy/EVW/01	Work From Home Policy
2.	Policy/SEC/01	Data Protection Policy
3.	Policy/SEC/02	Cloud Security Policy
4.	Policy/SEC/03	Background Verification Policy
5.	Policy/SEC/04	Cyber Security Policy
6.	Policy/SEC/05	Physical Security Policy

5. Blank Formats (111 Formats)

It covers sample copy of forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.in few key formats we had given 2 choices of form templates

[List of Blank Formats](#)

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Business Development and Analysis (BA)

1. Functional Requirement Document
2. Requirements Sign-Off Sheet
3. Requirements Traceability Matrix
4. RM Impact Analysis Checklist
5. Proposal Contract Review Checklist
6. Use Case Documentation Template
7. Prototype Plan Document

Configuration

8. Configuration Items List
9. Baseline Register
10. Configuration Management Plan
11. CM process audit

Organization Process Group (OPG)

12. Organization Document List
13. Waiver Request
14. Organization strategy and improvement directives
15. Change Request
16. PAL Authorization Request
17. Document Release Notice
18. OPG Management Review

OPG (System improvements and measurement)

19. Process improvement proposal form
20. Project lesson learned summary sheet
21. Improvement Tracker Register
22. Process Improvement Plan
23. Knowledge Transition
24. Metrics Report
25. Organization Measurement Plan
26. Casual Analysis and Resolution Report
27. Process Improvement Objectives

28. Process Appraisal form

29. Customer Feedback Form

30. Objective Plan

31. Management Review Minutes of Meeting

Purchase (PUR)

32. Supplier List
33. Vendor/ Contractor evaluation and registration form
34. Supplier Agreement
35. Supplier Management

Quality Assurance (QA)

36. Project Name QA Schedule
37. Audit Findings report
38. PQA audit checklists

Quality Control (QC)

39. Verification and Validation (V &V)
40. Integration Test Cases
41. Unit Test Cases
42. Review Report

Software (Planning)

58. Project Plan
59. WBS Excel
60. Estimation Sheet
61. Project Status report
62. DAR Report
63. Project schedule
64. Project Life Cycle standard process and Tailoring
65. PMP Sign Off
66. Issue log sheet
67. Risk Register

Training (HR)

68. Annual Training Capability Plan
69. Competency Report
70. Job Description Template
71. Skill matrix
72. Strategic Training Plan
73. Training Feedback Form
74. Short term Training Plan and Tracker
75. Training Report
76. Project Training records
77. Induction Training

Remote work (EVW)

78. Remote Work Request Form
79. Employee Feedback Form

Data Management (DM)

80. Organization Data Management Approach
81. Data Management Objectives and Priority Sheet
82. Design and Data Architecture Review Checklist

Data Quality (DQ)

83. Data Quality Approach
84. Data cleansing criteria checklist; activity reports and results

Safety (SAF)

85. Safety Hazard Identification and Risk Assessment
86. List of Safety Needs
87. List of prioritize safety hazard
88. Safety Management Program
89. Safety Objective Sheet
90. Safety Objective Plan
91. Site Emergency Plan
92. List of safety equipment in organization
93. Location List of Fire Extinguishers
94. Fire Fighting check list
95. Safety Incident Investigation Record
96. First aid box check list

Security (SEC)

97. Risk Treatment Plan
98. Media Disposal and Scrap record
99. Security incident & investigation form

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43. Test Plan	100 Capacity Planning
44. Bug Report	101 Business Continuity Test Report
Software (Execution)	102 Security Objectives Monitoring Sheet
45. Software Requirements Specification Template	103 Visitor Entry Register
46. Design document	104 Employee Leaving/Transfer/Termination Checklist
47. Peer Review Checklist	105 Employment confidentiality and Non-competition agreement
48. Code Review	106 Security Objective Plan
49. Integration Plan	107 Preventive maintenance checklist
50. Minutes of meeting	108 Breakdown History Card
51. Communication Plan	109 Project based Information Security Assessment
52. Deployment Instructions	110 Employee Background Verification Form
53. Installation manual	111 Physical Security Audit Checklist
54. MOM Project Closure	
55. User manual	
56. Release Note	
57. Design review Checklist	

6. Coding Standards (07 coding standards)

It covers sample copy of coding standards and best programming practice. These documents are very much helpful to make the discipline in organization with coders and software developers to follow standard guidelines in the organization. This way the organization can standardize their working style and can establish unique work culture. It covers few programs related guidelines as listed below.

List of Coding Standards

Sr. No.	Standard No.	Name of Coding Standard
1.	STD/01	Coding Standard
2.	STD/02	iOS Coding Standards
3.	STD/03	Java Coding Conventions
4.	STD/04	Design & Coding Guidelines
5.	STD/05	Open Source Coding Conventions
6.	STD/06	Coding style Guidelines
7.	STD/07	Good programming concept standard

7. PROCESS MATURITY V 3.0 Audit checklist (12 files of 400 Questions)

There cover audit questions to be used in QA audits for objectively evaluate the adherence to establish processes. It also includes audit questions as a quick reference for project start up, project closure as well as monthly audit checklist and all process areas related checklist as given in the QA forms. Total more than 400 audit questions give better understanding to the process owners as well as to the auditors to establish good system and process discipline as well as for each department. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

Sr. No.	Title
1.	Requirement Development and Management Audit Checklist
2.	Technical solution Audit Checklist

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3. Process Management Audit Checklist
4. Verification Audit Checklist
5. Process Audit Checklist
6. PQA Audit Checklist
7. Organizational Process Asset Management Audit Checklist / Organizational Training QA Audit Checklist
8. Project start-up Audit Checklist
9. Managing Performance Measurement Audit Checklist
10. Project Monthly Audit Checklist
11. Delivery Audit Checklist
12. Process and Work Product Audit Checklist for Supplier

8. Filled formats (43 filled formats)

It covers sample copy of filled forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of Filled formats

Sr. No.	Name of Formats	Sr. No.	Name of Formats
Purchase (PUR)		Training (HR)	
1.	Supplier List	23.	Induction training
2.	Vendor/ Contractor evaluation and registration form	24.	Competency Report
3.	Supplier Agreement	25.	Job Description Template
Safety (SAF)		26.	Skill matrix
4.	Safety Hazard Identification and Risk Assessment	27.	Training TT Calendar Template
5.	List of Safety Needs	28.	Training Feedback Form
6.	Safety Management Program	29.	Organizational Training Plan
7.	Safety Objective Sheet	30.	Training Report
8.	Safety Objective Plan	31.	Training records
9.	Site Emergency plan	32.	Training Feedback Form (End User)
10.	Location List of Fire Extinguishers	Security (SEC)	
11.	Fire Fightening check list	33.	Risk Treatment Plan
12.	First aid box check list	34.	Media Disposal and Scrap record
Software (Execution)		35.	Security incident & investigation form
13.	Peer Review Checklist	36.	Capacity Planning
14.	Code Review	37.	Business Continuity Test Report
15.	Communication Plan	38.	Security Objectives Monitoring Sheet
16.	Deployment Instructions	39.	Visitor Entry Register
Software (Planning)		40.	Employee Leaving/Transfer/Termination Checklist
17.	Project Plan	41.	Security Objective Plan

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- | | |
|---|--------------------------------------|
| 18. Integration Plan | 42. Preventive maintenance checklist |
| 19. DAR Report | 43. Breakdown History Card |
| 20. Project Life Cycle standard process and Tailoring | |
| 21. Issue log sheet | |
| 22. Risk Register | |

9. Sample gap analysis report (07 reports)

It covers sample copy of PROCESS MATURITY 3.0 sample gap analysis report for some department.

List of gap analysis report

Sr. No.	Title
1.	Gap analysis report for software development group
2.	Gap analysis report for SEPG and organization process group
3.	Gap analysis report for BA process group
4.	Gap analysis report for Quality (QA and QC function)
5.	Gap analysis report for Organizational training
6.	Gap analysis report for additional PA (Security; Safety; Virtual work; Data Management)
7.	Gap analysis report for SEPG and organization process group

10. Job Description & Specification (39 JDs)

It covers sample copy of PROCESS MATURITY 3.0 sample Job Description & Specification.

List of Job Description & Specification

Sr. No.	Title	Sr. No.	Title
1.	Business Analyst	21.	Sr. Project Manager
2.	Business Development Executive / Manager	22.	Project Manager
3.	SEO Executive / Lead	23.	Technical Architect
4.	Technical Writer	24.	Tech Lead
5.	President	25.	Team Leader
6.	Chairman / Managing Director	26.	Sr. Software Developer
7.	Sr. Vice President	27.	Software Developer
8.	Sr. Vice President (Operations)	28.	Software Developer / Trainee
9.	Management Representative	29.	Web Design Project Manager
10.	Administrator	30.	Lead Web Designer
11.	Accountant	31.	Web Designer
12.	Human Resource Manager	32.	Quality Assurance Lead
13.	Sr. Executive – HR	33.	Quality Assurance Engineer

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- | | |
|------------------------------|--|
| 14. Executive – HR | 34. SQL Server DBA |
| 15. CEO | 35. IT Infrastructure Manager |
| 16. OPG Head | 36. System Administrator |
| 17. Administrator / HRD Head | 37. Network Engineers |
| 18. Safety Manager | 38. Principle Software Developer |
| 19. Security Manager | 39. MIS Manager – Business Intelligence and Data Warehousing |
| 20. Data Process Officer | |

Chapter-2.0 ABOUT COMPANY

Punyam Academy Pvt. Ltd. is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO/PROCESS MATURITY and management area consultancy and online training areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 4500 clients in more than 101 countries. Our ready-made training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO/PROCESS MATURITY standard faster.**

1. Our promoters and engineers have experience in providing management training, ISO series consultancy for **more than 4500 companies** globally. We have clients **in more than 101 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).

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3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that give you payback within 2 months against our cost.
5. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques.

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point document you may keep the setting of colour image at high colour.

B. Software used in Document kit

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- Documents written in Ms office 2007 and window xp programs. You are therefore required to have office 2007 or above with window xp

3.2 Features of Document kit: -

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy-to-understand English language.
- It will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The kit content is developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the PROCESS MATURITY documents.
2. The kit takes care of all the sections and sub-sections of PROCESS MATURITY standard 3.0 for dev model level 3 and helps you to establish better system.
3. The document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry requirements and create their own PROCESS MATURITY documents for their organization.
4. It will save much of the time and cost in document preparation.
5. You will get a better control in your system due to our proven formats.

To get more information about software dev processes V3.0 documentation kit [Click Here](#)

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6. You will also get a better control in your system due to our proven documents and templates developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the PROCESS MATURITY consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading PROCESS MATURITY consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase, we provide user name and password in 8 hours to download the product from our ftp server. Thus, we are providing instant on-line delivery of our products to user by sending e mail of user name and password.

For Purchase Click Here → **BUY**

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