Exercise 1
Change Management and Data Collection

1. Introduction

The purpose of the exercise is to explain change management and data collection process in the project. The exercise consists of some examples, where you will fill in different forms and reports that are used in the course. During the exercise you should work in groups of **three or more**.

The forms and the reports that should be filled are: **test protocol**, **status report**, **problem report**, **time report** and **weekly report**. There are two examples: one on data collection and one on testing. The first is on a high level while the second one is more detailed. Be careful to fill in the forms completely, like they need to be filled for the project. Some information that is missing in the examples, e.g., dates, names, etc., you need to complete.

In the examples, Per works in the project management team, Tore works in the test team, Fredrik works in the change control team and Ulrika works in the development team.

2. Tasks

a) Task 1: Data Collection

For this task, you will fill in a time report and a weekly report according to the following example. The example describes what a person has done in the course during one week:

- Monday: Lab 2, 8.15-10.00.
- Monday: 10.15-12.30, Work on SRS, Formulate new requirements.
- Monday: 13.15-15.30, Prepare for informal review of the SRS.
- Monday: 15.30-17.00, Project meeting.
- Wednesday: 08.00-09.00, Informal review of the SRS. This review results in among others the problem report (PR) 12.
- Wednesday: 10.30-10.50, Helps FKG to investigate how long time the correction of the PR 12 will take.
- Wednesday: 14.15-15.05, Correction of SRS according to PR 12.
- Thursday: 08.00-08.40, Formal review (SSR) of SRS. This review results among others in PR 32.
- Friday: 14.00-17.00, Correction of SRS according to PR 32.

Note! This is an example. In the real project there might be more elements.

b) Task 2: Testing

Split into the following groups:

- **Test group (TG)**
- **Change control group (FKG)**
- **Development group (UG)**

The three groups are responsible for completing appropriate forms. Test group will complete the test protocol and the problem report, the change control group the status reports and the problem reports, and the development group the problem reports.

Fill in the reports and forms according to the example below.

TG	FKG	UG
TG executes a regression test of **SDDD, v. 1.7**, according to the function test specification **MD94019**. All test cases execute well, except for two that are failing. The two errors are: **Error 1:** test case 3: When B lifts the phone after the call to control dial tone, there is no dial tone. **Error 2:** test case 10a: Do not get error tone after pushing the star button. TG fills in the problem report for each error and hand them over to FKG.		
	FKG receives the two problem reports. It is apparent that error 2 is not error since test case 10a has been changed due to new requirements. **FKG** fills in and closes the problem report for error 2. Regarding error 1, after discussion with **UG**, it is concluded that one hour should be enough to correct the error. The process DEBIT can be changed. **FKG** fills the problem report regarding error 1 and hands over to **UG**.	

		Development group corrects the error. The issue is affecting both **DEBIT** and **MAINTAIN**. In DEBIT a variable needed to change name from **number_users** to **number_externals** and in MAINTAIN one alternative was forgotten. The correction took two hours and 52 minutes to do. UG files in the problem report and gives it to FKG.
	FKG receives the problem report and asks the test group to do a regression test. This time no issues are found. **FKG** fills and closes the problem report.	