

Network of Support Centers for Very Small Entities (VSE)

Minutes of the First Meeting¹ Mexico City November 12th, 2008

1. Background

This first meeting was organized to launch the Network of collaborators as well as to explain to others participants of WG24 the purpose, objectives, articles of the collaboration agreement and accomplishments of the Network (the list of attendees could be found at the end of this document). The first round of agreements is signed between each organization and the École de technologie supérieure (ÉTS) of Montréal. During a second round, if the members agree, all members could be asked to sign one agreement (i.e. the names of all organizations and signatures on the same agreement).

The objectives of the Network are:

- To accelerate deployment of Standard and Guides for VSEs
- To accelerate the development and application of Guides (e.g. Part 5) and Deployment Packages (e.g. through pilot projects)

Annex A (Deployment Guidelines) of Part 5 (Management and Engineering Guide) describes the purpose and list a typical table of content of deployment guidelines/packages. The survey conducted by WG24 also indicated that VSEs are expressing the need for assistance in order to adopt and implement standards. Over 62% would like more guidance with examples, and 55% are asking for lightweight and easy-to-understand standards complete with templates². Collaborators of the Network have already developed 3 Deployment Packages (DP) with a table of content similar to the content suggested in Annex A.

2. Network of VSE Support Centers

- a. Signed collaboration agreements
 - Belgium (CETIC),
 - Finland (Tampere University of Technology, Pori)
- b. Confirmed Collaborators
 - Parquesoft (Columbia),
 - Thailand (Institute of Software Promotion for Industries)
 - France (Université de Bretagne Occidentale)
- c. Potential Collaborators
 - Ireland (LERO)
 - Mexico (UNAM)
 - Luxembourg (Tudor Center)

¹ This informal meeting of participants to WG24 meeting was led by Claude Y Laporte (Canada)

² Laporte, C.Y., Alexandre, S., O'Connor, R., *A Software Engineering Lifecycle Standard for Very Small Enterprises*, in R.V. O'Connor et al. (Eds.): EuroSPI 2008, CCIS 16, pp. 129–141

3. Deployment Packages (DP)

- a. Presentation and discussion of the content of each DP:
 - It was decided to change the title of one section of the DP template from ‘Why this process is important’ to ‘Why this topic is important’
 - It was suggested to assure that the content of a DP will be in accordance with Part 5 (e.g. tasks, terminology)
 - It was decided to add a coverage matrix, in each DP, to Part 5
 - Blanca Gil volunteered to perform the Quality Assurance of the DPs
- b. Deployment packages for the Basic Profile
 - The participants reviewed the list of DPs initially proposed, by the editor, in Moscow³, discussed at the Montréal⁴ and at the Berlin⁵ meetings.
 - The participants proposed the following changes to the list of DPs:
 - Modified Titles:
 - From ‘Unit Testing’ to ‘Integration and Test’,
 - From ‘Architecture’ to ‘Architecture and Detailed Design’,
 - From ‘Coding’ to ‘Construction and Unit Testing’,
 - Deleted DPs: Retrospective, Test and Issue tracking,
 - Added DPs: Product Delivery, Verification and Validation, Self-Assessment,
 - The following participants volunteered to develop/finalize DPs:
 - Construction and Unit Testing (Ana Vasquez, Mexico)
 - Integration and Test (Liliana Gomez, Columbia)
 - Product Delivery (Prakit Sangpar, Sujimarn Suwannaroj, Thailand)
 - Verification and Validation (Abraham Davila, Peru)
 - Self-Assessment (Timo Varkoi, Finland)
 - Architecture and Detailed Design (Philippe Saliou⁶, France)
 - The participants agreed to the following list of nine (9) DPs for the Basic Profile:
 - Requirements Analysis (Belgium) (completed)
 - Architecture and Detailed Design (France)
 - Construction and Unit Testing (Mexico)
 - Integration and Test (Columbia)
 - Verification and Validation (Peru)
 - Version Control (Thailand) (completed)
 - Project Management (Ireland) (completed)
 - Product Delivery (Thailand)
 - Self-Assessment (Finland)

4. Project Pilot of Part 5 and of Deployment Packages

The members agreed to conduct pilot projects of Part 5 and of Deployment Packages. The participants proposed to collect, as a minimum, the following information:

- Effort and time to deploy by the VSE

³ MOS-027 Deployment Package

⁴ MON-003 Montréal Meeting Minutes, Paragraph 8.1-Action Items

⁵ BER-003 Berlin Meeting Minutes, Paragraph 8.1-Action Items,

⁶The development of this DP was confirmed by e-mail since Mr. Saliou from France was not present at the meeting.

- Usefulness for the VSE
- Verification of the understanding of the VSE
- Self-assessments
 - A self-assessment at the beginning of the pilot
 - A self-assessment at the end of the pilot

A protocol/process to conduct the pilot projects will be provided by Claude Y Laporte (Canada). The following participants volunteered to conduct pilot projects in 2009:

- Jean Christophe Deprez (Belgium)
- Liliana Gomez (Columbia)
- Rory O'Connor (Ireland)⁷
- Claudia Gonzales (Mexico)

5. Schedule

The participants agreed to this schedule:

- Blanca Gil (Mexico) will have verified/adjusted the 'alignment' of current DP with Part 5 by the end of January 2009,
- Philippe Saliou (France) will provide a draft, in French, in January of the Architecture and Detailed Design DP,
- Timo Varkoi will provide draft self-assessment checklists and a draft self-assessment DP in March 2009,
- Abraham Davila (Peru) will provide a draft Verification and Validation DP in March 2009,
- Sujimarn Suwannaroj (Thailand) will provide a draft Product Delivery DP in January 2009,
- Claude Y Laporte will provide a protocol/process to conduct pilot projects in March 2009,
- Volunteers should be able to start pilot projects in April 2009.

6. Web site to support the Network

A student of Hanna Oktaba (Mexico) should develop a repository for deployment packages during the next semester

7. Users' Group

Tanin Uthayanaka (Thailand) proposed the creation of a Users' Group but as to how and when is not the responsibility of WG24.

8. Meeting closure

The next meeting will be held in India in May 2009. The members of the Network will then report on the progress of the development of DPs and the conduct of pilot projects.

Public Web sites about WG24

- Ireland (LERO): <http://www.lero.ie/research/internationalprojects/softwareprocessesforsmallenterprises/>
- Belgium (CETIC): <http://www.cetic.be/internal687.html>

⁷ Confirmed by e-mail since Mr. O'Connor was not present at the meeting

- Canada (ETS): <http://profs.logti.etsmtl.ca/claporte/English/VSE/index.html>

List of attendees

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