



# **STUDENT FINANANCIAL ASSISTANCE SYSTEM QUALITY ASSURANCE SUBGROUP CHARTER**

## **1.0 Purpose and Scope**

The purpose of the SFA System Quality Assurance Subgroup (SQA) charter is to assign responsibility, authority, and direction, within the Subgroup, for establishing and deploying the Capability Maturity Model (CMM) System Quality Assurance Key Process Area for the SFA organization.

The SQA Subgroup is responsible for developing and providing System Quality Assurance planning tools for the SFA organization. The scope of the SQA Subgroup is to:

- Develop and deliver system quality assurance planning tools and activities.
- Initiate system quality assurance planning activities in accordance with the Process Improvement Initiative at SFA.
- Facilitate the measurement of the system quality assurance planning processes in the acquisition of a system.

## **2.0 SQA Subgroup Responsibility**

The SQA Subgroup, during the Subgroup's life span, has the responsibility and the authority to:

- Develop processes for System Acquisition QA within SFA;
- Develop procedures for System Acquisition QA within SFA;
- Develop templates and job-aids for System Acquisition QA within SFA;
- Enable SFA System Acquisition Quality Assurance Leads to perform SA Quality Assurance in consistent repeatable way.

## **3.0 SQA Subgroup Sponsor**

The SFA Chief Information Officer sponsors the CMM Software Process Improvement Program. The Executive Sponsor of the SAPG is the Deputy CIO of E-Commerce Application Development (eCAD). The SAPG directly sponsors the System Quality Assurance Subgroup.

## **4.0 Executive Steering Committee**

The CMM Executive Steering Committee oversees the activities for process development and implementation. The SAPG receives guidance from the CMM Executive Steering Committee. The CMM Executive Steering Committee consists of the eCAD Deputy CIO, the SAPG project lead, the Director of Acquisitions, and a Modernization Partner Executive.

## 5.0 SQA Subgroup Membership

The SQA Subgroup membership consists of Core Members. The identification of SQA Subgroup members is found below:

- a. Core Members participate in all SQA Subgroup activities and attend all SQA Subgroup meetings. The Core Members are:
  - SQA Subgroup Team Lead
  - Modernization Partner Lead
  - Communication Lead
  - Process specialists
  - Resource Librarian
  - Representative from the CIO Organization
  - Representative from the CFO organization
  - Representatives from the Channels/Enterprise Areas
  - Subject Matter Expert (SME)
  
- b. Stakeholder Members participate as needed. Stakeholder guidance will be solicited periodically by the SQA Subgroup Team Lead to obtain insight, additional data, and concurrence on the implementation of the System Quality Assurance processes. The Stakeholder Members are representatives from:
  - SAPG Group
  - CIO Organization
  - Investment Review Board (IRB)
  - Integrated Product Teams (IPT) Projects
  - CFO Organization
  
- c. Subgroup members are considered subject matter experts and are selected from:
  - Stakeholder Organizations and
  - Modernization Partner

## 6.0 SQA Subgroup Conduct of Operations

The SQA Subgroup will meet on a weekly basis or as needed. All documents to be reviewed will be sent to the core members prior to the meeting. All core members should review the materials prior to the meeting.

If a core member cannot attend, they must send a representative from their organization and/or send review comments to the SQA Subgroup lead prior to the Subgroup meeting.

The SQA Subgroup makes timely decisions via consensus. If the SQA Subgroup is unable to reach a consensus, the SQA Subgroup Leader will refer the issue to the SAPG Group for resolution. The outcome of the meeting will be documented in the meeting minutes.

## **7.0 System Quality Assurance Approach**

The SQA Subgroup develops and maintains an approach for the System Quality Assurance Key Process Area (KPA) modeled after the SA-CMM structure. The System Quality Assurance approach defines the activities to be performed, the schedule for the activities, and required resources. The System Quality Assurance approach is reviewed by the Stakeholders and approved by the CMM Executive Steering Committee and the SAPG Group.

## 8.0 Authorization Page

This charter was reviewed and approved by:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_