

ERA Process Number: 7.4
Description Conducting Best Practice Assessment/Audit
Parent Business Process Quality Management
Process Owner Virginia White
Description Audit procedures
Product Best Practices Baseline Assessment/Audit Status Report
Triggers Audit Schedule or Other event requiring internal review.

Steps	Description of Activity	Responsibility
1.	Identify the model to be used during assessment.	PD/XO
2.	Identify the Capability Maturity Model (CMM) level and key process areas to be assessed.	QMS
3.	Identify the goals, common features and key practices that must be satisfied.	QMS
4.	Recommend a Gap Analysis or Risk Assessment be conducted before conducting an internal Best Practices baseline assessment/audit.	QMS
5.	Prepare and submit a key process area roadmap (mapping) to the goals, commitments, abilities, activities, measurements, and verification to specific key process areas.	QMS
6.	Complete and submit questionnaire(s) to assist assessors in identifying issues to be explored further during the assessment.	Process Owner
7.	Select the correct personnel for each functional area interview group (select cross functional personnel).	QMS
8.	Schedule reviews with personnel to learn the status and functions of the key process areas and the status of the products.	QMS
9.	Conduct assessment/audit	QMS
10.	Enter Assessee's comments on the questionnaire.	QMS
11.	Prepare and submit Best Practices Baseline Assessment/Audit Status Report to Program Director, Upper Management and Process owner.	QMS