

**Online Movie Ticketing System  
Quality Assurance Report**

**Date of Issue:** [28/02/2008]

**Revision Status:** **Approved**

**Document Control Information**

**Document Author:** Selamat

**Document Owner:** Sigma Five Pte Ltd

**Document Approver(s):** (All Approvers are required. Records of each approver must be maintained.)

Approver Name	Role
Desmond Ang	IT Manager, Cinematic Entertainment
Nor Rahim	Project Manager, Sigma Five Pte Ltd

**Document Reviewers:** (Records of each required reviewer must be maintained.)

Reviewer Name	Role
Desmond Ang	IT Manager, Cinematic Entertainment
Nor Rahim	Project Manager, Sigma Five Pte Ltd

NOTE: All Reviewers in the list are considered Required unless explicitly listed as Optional.

**Summary of Changes:**

The Document Author is authorized to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling
- Clarification
- Document structure

To request a change to this document, contact the Document Author or Owner. Changes to this document are summarized in the following table in chronological order.

Revision	Date	Created by	Short Description of Changes
0.1	25/01/2008	Selamat	Initial Draft
0.2	26/01/2008	Selamat	Amended

**Document Source:**

The latest version of this controlled document is stored in <http://www.freewebs.com/sigmafive>

**Table of Contents**

1 Introduction ..... 4  
1.1 Purpose ..... 4  
2 Quality Assurance and Control ..... 4  
2.1 Quality Assurance Mechanisms ..... 4  
2.2 Naming Convention ..... 4  
2.3 Date Stamp and Status ..... 4  
2.4 Document / Report Controlled Information ..... 5

Appendix A

## Quality Assurance Report

### 1 Introduction

#### 1.1 Purpose

This report provides the guidelines to maintain the quality and standardization of the documents and reports that are created throughout this project.

### 2 Quality Assurance and Control

Here are the list of techniques and procedures that are embraced to ensure quality control exists throughout any changes in this project.

#### 2.1 Quality Assurance Mechanisms

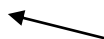
- Tight Change Management
- Close contact with clients, meeting at least every two weeks and regular Email contacts to keep user updated on development
- In-depth research on online ticketing platform & user requirement before development

#### 2.2 Naming Convention

Documents are to be named with their updated version status after the document name. Statuses are as follows:

- *Draft* (Drafted, still pending approval by Team Lead or Project Manager)
- *Approved* (The latest approved version)
- *Obsolete* (Previous versions, in every occurrence that a new version is approved, the previous version will be updated as obsolete)

*Refer to Appendix A*



#### 2.3 Date Stamp and Status

Every document has a date of issue and revision status on the cover page. Date of issue is the date that the document is approved. Revision status will be filled. Statuses are as follows:

## <Online Movie Ticketing System> : Quality Assurance Report

- *Draft* (Drafted, still pending approval by Team Lead or Project Manager)
- *Approved* (The latest approved version)
- *Obsolete* (Previous versions, in every occurrence that a new version is approved, the previous version will be updated as obsolete)

*Refer to Appendix A*

### **2.4 Document / Report Controlled Information**

Every document has a document control information page (*Refer to page 2 of every report*). The following fields to be filled are listed below:

- Document Author
  - The author is the one who was tasked with the documentation
- Document Owner
  - Sigma Five Pte Ltd
- Document Reviewer
  - Team Lead of the relevant department author and stakeholders
- Document Approver
  - Stakeholders or Project Manager

## **Appendix A**

## Naming Convention

Users v1.0 Approved  
Admin Users v2.0 Approved  
Reporting Officer v1.0 Approved

## Date Stamp and Status

**Date of Issue:** [mm/dd/yyyy (fill in when approved)]  
**Revision Status:** [draft, approved, or obsolete]