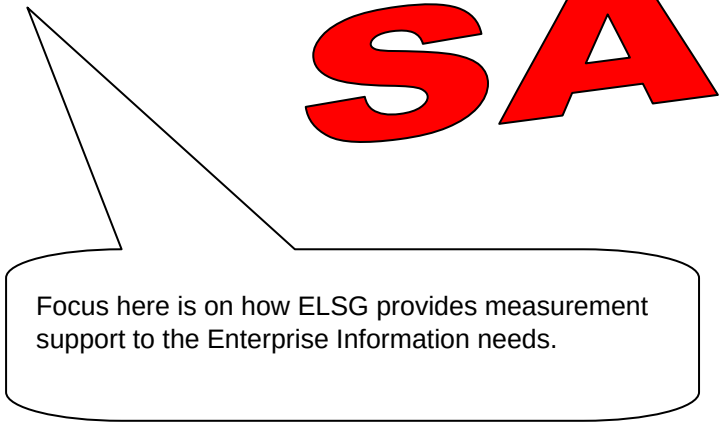
Version	Date:	Comments:
0.1	6/15/2006	intial version
0.2	7/6/2006	added Metrics for MPECs

Step	Instructions to add metrics
1	Identify Informational Needs and document them in the Enterprise Informational Needs worksheet
2	Assign a needs id number (next sequential ID number in Col A). This will be used in other worksheets
3	Select appropriate metrics worksheet (depending on your organization) and add in Goal or Objective. Make certain to be quanitative
4	Select from the Info Id the informational need being supported with the goal/objective (if any)
5	Complete the remaining fields in the new row
6	Repeat step 3 as needed

Name:	Definition	Example
Info ID	Unique number associated with a single informational need	1,2,3,4…
Objective/Goal of Metrics	Quanitative statement identifying performance indicators around key attributes of products or process that you want to control. I.e., What do you want to achieve?	
Status	Pull down selection to current status of implementing the metric	Not Yet Started In Progress Implemented
Associated Questions	Identify questions to be asked when performing analysis	Where are defects being found? Where are defects being introduced? Why is actual SLOC exceeding planned SLOC by more than 10%?
Definition	Provides additional information on why the metrics are being collected	
Metric Name(s) (B):Base (D):Derived example: B: # Defects	A standard of measurement. Software metrics are the statistics describing the structure or content of a program. A metric should be a real objective measurement of something such as number of bugs per lines of code. Define base measurement(s) and any associated derived measurements	B: # of Defects Opened per Month B: KSLOC per month D: # Defects per KSLOC
Component Names	(OPTIONAL) Used to further refine measurement collections	
Validation	Identify how the data will be checked for acccuracy and completeness	Use of validation tool Use of visual review from last month
Statiscally Managed?	Identifies whether the process being measured will be placed under statiscial control	Yes, No
Computation	Define the compuation (formula) if any associated with the measurements	
Frequency	Identify when the measurements will be collected	Weekly, Monthly, Qtrly
Source	Identify where the measurements will be collected from	
Automated?	Identify if the collection is manual or automated	Manual, Automated
Related Metrics	Identify any measurements and/or metrics that can be used in conjunction with the metric during analysis	
Chart Type	Identify reporting output format	Run Chart, Scatter Diagrams, Histograms, Bar Charts, Pareto Charts

Need ID	Enterprise Informational Need
1	Are all requirements being addressed for each MPE?
2	How do we ensure the health of a product as it enters OD/DT?
3	

Info ID	Objective/Goal of Metrics	Status	Associated Questions
1	100% of defined requirements will be reviewed for correctness / completeness and allocated to the Deliery Order (DO).	Not Yet Started	Are requirements being reviewed for correctness / completeness before being allocated to the a DO? Can we show coverage of requirements within the allocated DO's?
1	Maintain < 20% instability of baseline requirements being provided to the MPECs	Not Yet Started	What is the source of the majority of changes to the requirements? What is the percentage of requirements baselined?



Definition	Metric Name(s) (B):Base (D):Derived example: B: # Defects	Component Names	Validation	Statiscally Managed?
Show that all requirements are being, reviewed and allocated to the DO prior to sending to the MPEC's for implementation.	B: planned # requirements B: actual # requirements B: # requirements reviewed D: % of requirements reviewed	none	1) Verification from DOORS report on # of rqmts entered 2) visual comparision from last collection	No
Focus is to reduce instablity of baselined requirements as the product is developed and fielded.	B: # new baselined rqmts B: # modified baslineed rqmts B: # deleted baslined rqmts B: # baselined rqmts D: % of baslined rqmts changed	none	1) Extraction from DOORS 2) visual comparision	No

Computation	Frequency	Source	Automated?	Related Metrics	Chart Type
% reviewed = (# rqmts reviewed / # actual) * 100	Monthly	1)Manual Input	No		Run Chart
% change = (# new + # modified + # deleted) / # baselined) * 100	Monthly	DOORS database	Yes	DRs associated rqmts issues Defects types wrt to rqmts	Run Chart