



# Perform Assessments Online User Guide

## Role of the Assessor

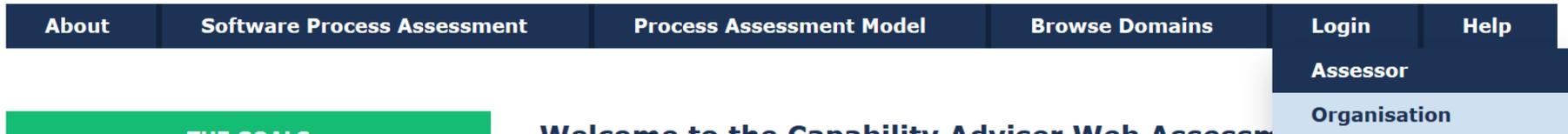
- ✓ Each Assessor has ist own account containing all performed assessments
- ✓ Assessors are added/edited through the Organisation account
- ✓ Assessments can be peformed by one or more Assessors
- ✓ Assessors document their findings and rate each BP/GP individually
- ✓ Assessors generate an Assessment Report (Microsoft Word)

# Before your start

The Capability Adviser is a web based tool. The ratings and notes are not stored on your computer locally but on a server. Please keep therefore in mind:

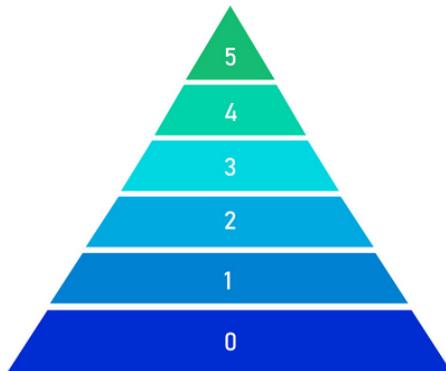
- ✓ During the assessment, don't change networks (e.g. change from one WiFi Network to another)
- ✓ Logout, before you restart your computer
- ✓ Adjust your power settings in order to prevent your computer going to sleep mode during the assessment
- ✓ Save your notes regularly during the assessment (Use the Save All button)
- ✓ Logout, if you intent to have a longer break
- ✓ Check if the network connection to the server is stable before the start of the assessment e.g. rate a practice and write a note and check if the note has been correctly saved.

Select Assessor from the Login Menu



### THE GOALS

- › Establish plans for improvements
- › Benchmark with international standards
- › Increase the competitiveness on the market



### Welcome to the Capability Adviser Web Assessment

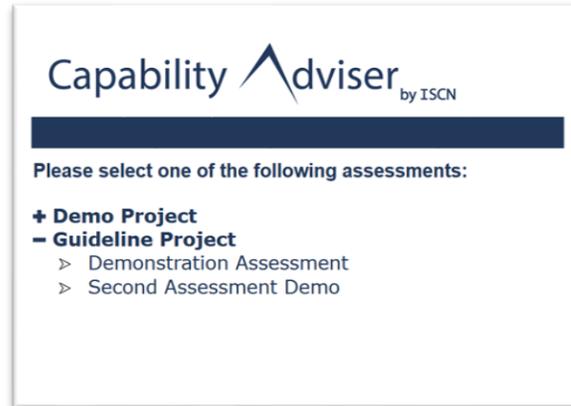
The Version 8.1 includes:

- Document your assessment notes in separate fields as strength, weaknesses and suggestion/improvements
- Notes are saved automatically, no worries that notes get lost
- Improved Benchmarking functionality to compare and analyse assessment results and determine which practices need a general improvement
- Improved Assessment Report with Evidence list export
- Deactivating Assessors, which are not any more active, assessments still include all their ratings and notes
- Set assessments to read-only in order to archive them
- Automatic generate your iNTACS log after the assessment
- Decreased load times drastically
- Many small bug fixes and improvements

The Capability Adviser is a web based team assessment tool, supporting Automotive SPICE(r) 3.1, VDA Guidelines, joint assessments, assessment reports and much more.

Visit the Capability Adviser product page at: [www.iscn.com](http://www.iscn.com)

## Select project and assessment



- Select the project you want to assess
- A number of assessments are displayed
- A project can have one or more assessments

## Assessment View

After selecting the assessment, the main assessment window will appear. Select the appropriate process and capability level to assess

The screenshot shows the 'All Units' view in the Capability Adviser application. On the left, a tree view lists various units such as ACQ.3 Contract Agreement, SUP.1 Quality Assurance, and SUP.2 Verification. The main area displays the details for 'Automotive SPICE 3.1' under the 'Quality Assurance' process. It shows a description, a list of sub-units (SUP.1.1 to SUP.1.5), and a detailed view of 'SUP.1.BP1' with a description, outcome, and a table for recording strengths and weaknesses. The interface includes a navigation menu at the top and a 'Logout' button in the top right corner.

This screenshot shows the 'All Units' list in the Capability Adviser application. The list includes units such as ACQ.3 Contract Agreement, SUP.1 Quality Assurance, and SUP.2 Verification. Two arrows point from the text 'Processes' and 'Capability Levels' to the list. The 'Processes' arrow points to the ACQ units, and the 'Capability Levels' arrow points to the SUP units. The interface includes a navigation menu at the top and a 'Logout' button in the top right corner.

Processes

Capability Levels

## Assessment View

- After selecting the assessment, the main assessment window will appear.
- Select the appropriate process and capability level to assess

The screenshot displays the 'Assessment View' for 'Automotive SPICE 3.1'. The interface is divided into two main sections for different process elements.

**Top Section: Automotive SPICE 3.1 - Quality Assurance**  
Description: The purpose of the Quality Assurance Process is to provide independent and objective assurance that work products and processes comply with predefined provisions and plans and that non-conformances are resolved and further prevented.

**SUP.1 1:** Summary | Notes | Save All | Evidences | Recommendations | Rules

**Process Element 1:**  **SUP.1.BP1** **Develop a project quality assurance strategy.** Develop a strategy in order to ensure that work product and process quality assurance is performed at project level independently and objectively without conflicts of interest. [OUTCOME 1, 2]

Rating: N  P  L  F  Not App.   Note

Strengths: [Text Area]

Weaknesses: [Text Area]

Comments/Suggestions: A quality assurance strategy has been [Text Area]

Buttons: Save | Clear | Other Notes

**Process Element 2:**  **SUP.1.BP2** **Assure quality of work products.** Perform the activities according to the quality assurance strategy and the project schedule to ensure that the work products meet the defined work product requirements and document the results. [OUTCOME 2, 3, 4]

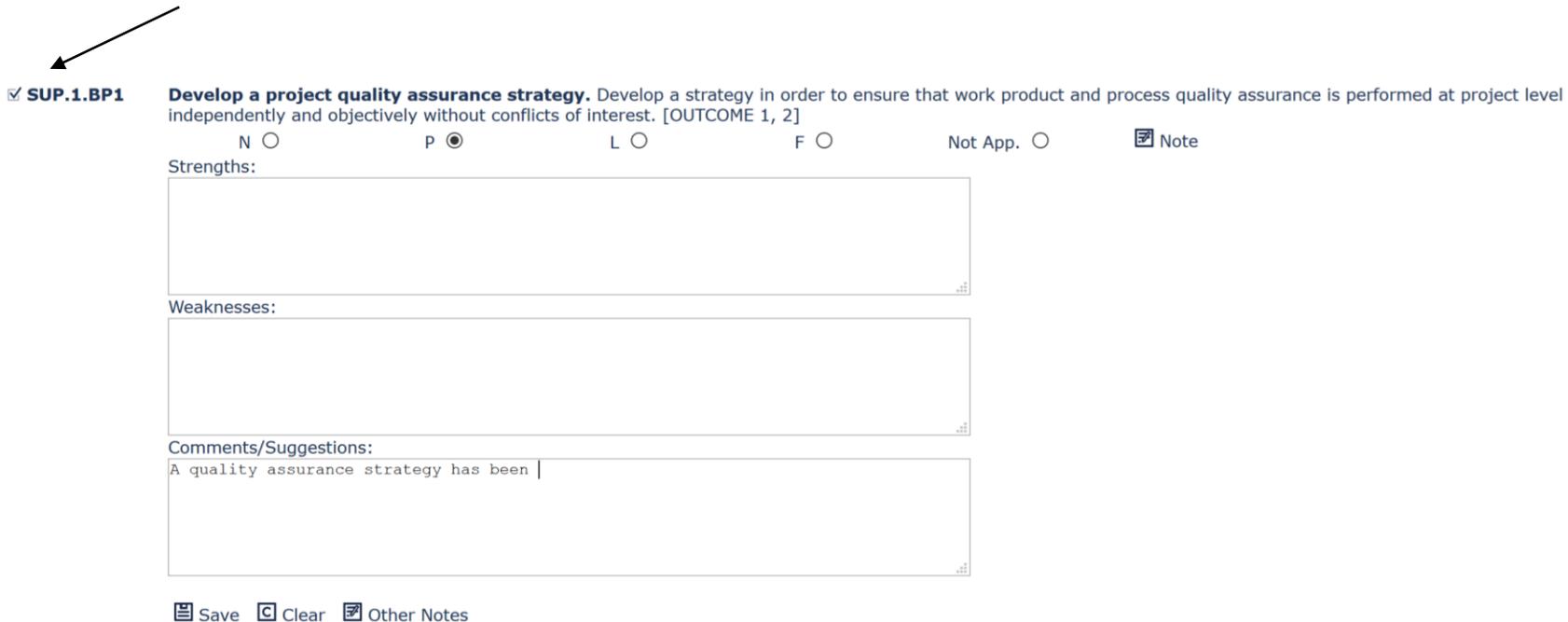
Rating: N  P  L  F  Not App.   Note

Strengths: [Text Area]

Annotations: Two arrows point to the 'Rating' and 'Notes' sections of the first process element. The arrow for 'Rating' points to the radio button for 'P', and the arrow for 'Notes' points to the 'Strengths' text area.

## Rate the practice

- Ratings are saved on the Practice Level
- Findings are documented for each practice
- To save your finding/comment click on the Save button
- To view notes from other assessor click on the Other Notes button
- If a practice has a finding/comment and rating the grey box becomes checked



**SUP.1.BP1** **Develop a project quality assurance strategy.** Develop a strategy in order to ensure that work product and process quality assurance is performed at project level independently and objectively without conflicts of interest. [OUTCOME 1, 2]

N  P  L  F  Not App.   Note

Strengths:

Weaknesses:

Comments/Suggestions:  
A quality assurance strategy has been |

Other Notes

## Change the Note Type

- Assessors can choose to document their notes in one text box or to separate strengths, weaknesses and comments/suggestions
- Select from the Settings menu Note-Type and change the Note Mode
- If switched back to one text box, notes saved as strength will be identified with a (+), weaknesses with a (-) and comments with a (o).

Settings  
Password  
Language  
**Note-Type**  
Algorithm  
PPT Export Settings

### ASSESSOR PREFERENCES

Please select a note mode

Note Mode: Strengths/Weaknesses/Improvement

Update

SUP.1.BP1 **Develop a project quality assurance strategy.** Develop a strategy in order to ensure that work product and process quality assu independently and objectively without conflicts of interest. [OUTCOME 1, 2]

N  P  L  F  Not App.   Note

Strengths:

Weaknesses:

Comments/Suggestions:  
A quality assurance strategy has been |

Save Clear Other Notes

## Assessment Collaboration

- All Assessors work on the same Assessment
- Assessors see each other Comments and Ratings by using the Consolidation feature
- Faster consolidation of Results
- Faster preparation of Assessment Reports (all comments/ratings in one place)

The screenshot displays the 'Capability Adviser' web application interface. The top navigation bar includes 'All Assessments', 'Evidences', 'Export', 'Rating', 'Settings', and 'Help'. A 'Logout' link is visible in the top right corner. On the left, a sidebar titled 'All Units' lists various assessment categories such as ACQ.3 Contract Agreement, MAN.5 Risk Management, and SUP.1 Quality Assurance. The main content area is titled 'Automotive SPICE 3.1' and shows details for 'Quality Assurance'. It includes a description: 'The purpose of the Quality Assurance Process is to provide independent and objective assurance that work products and processes comply with predefined provisions and plans and that non-conformances are resolved and further prevented.' Below this, there are tabs for 'Summary', 'Notes', 'Save All', 'Evidences', 'Recommendations', and 'Rules'. A specific requirement, 'SUP.1.BP1', is selected and expanded, showing a text area for 'Strengths', a text area for 'Weaknesses', and a text area for 'Comments/Suggestions'. The 'Comments/Suggestions' area contains the text 'A quality assurance strategy has been'. At the bottom, there are buttons for 'Save', 'Clear', and 'Other Notes'.

## Assessment Collaboration

- All Assessors work on the same Assessment
- Assessors see each other Notes and Ratings by selection the Consolidation feature from the Menu
- In a new window all assessor notes and ratings are displayed
- The consolidation process is therefore much faster as its easy to identify different ratings

- » SPL.1 Supplier Tendering
- » SPL.2 Product Release
- » SUP.1 Quality Assurance

### SUP.1.BP1 Develop a project quality assurance strategy.

F	Handbooker Helper	A project quality assurance strategy has been developed properly.
L	Demo Assessor	The quality assurance strategy is defined in the QM Plan.
Evidences: No evidences		

### SUP.1.BP2 Assure quality of work products.

L	Handbooker Helper	No comments
L	Demo Assessor	No comments
Evidences: No evidences		

### SUP.1.BP3 Assure quality of process activities.

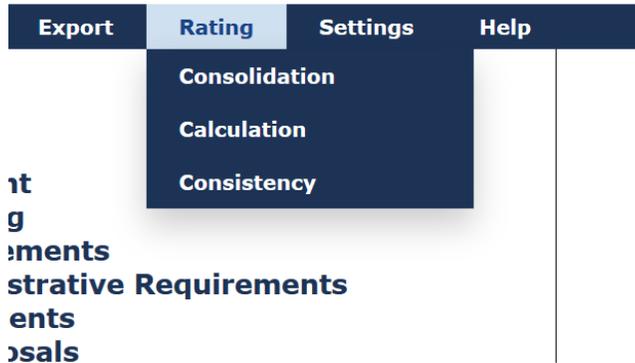
L	Handbooker Helper	No comments
L	Demo Assessor	No comments
Evidences: No evidences		

### SUP.1.BP4 Summarize and communicate quality assurance activities and results.

P	Handbooker Helper	No comments
P	Demo Assessor	No comments
Evidences: No evidences		

## Support for the VDA rating guidelines

- Recommendations and Rules are included in the Automotive SPICE® 3.1 PAM
- In order to check if any rule/recommendation dependencies have been violated select from the Rating menu Consistency
- In a new window the violations are displayed



Hide Rating Rules Hide Rating Recommendations

Rated Rating	Rating	Related Rating	Rating	Rating Consistency:
MAN.3 2.2.4	P	MAN.3 2.2.1	N	[CL2.RL.41] If the indicator for defining requirements for the work products (GP 2.2.1) is downrated due to non-appropriate review and approval criteria, the indicator GP 2.2.4 shall be downrated.
MAN.3 2.2.3	P	MAN.3 2.2.2	N	[CL2.RL.40] If the indicator for defining requirements for documentation and control of the work products (GP 2.2.2) is downrated, the indicator GP 2.2.3 must not be rated higher.
MAN.3 2.1.6	L	MAN.3 2.1.2	P	[CL2.RL.27] If the indicator for planning the performance of the process (GP 2.1.2) is downrated, the indicator GP 2.1.6 must not be rated higher.
MAN.3 2.1.6	L	MAN.3 2.1.5	P	[CL2.RL.28] If the indicator for defining responsibilities and authorities (GP 2.1.5) is downrated due to inadequately defined responsibilities, the indicator GP 2.1.6 shall be downrated.
MAN.3 2.1.4	L	MAN.3 2.1.1	N	[CL2.RL.24] If the indicator for identifying the objectives of the process (GP 2.1.1) is downrated, the indicator GP 2.1.4 shall be downrated.

## Attribute/Percentage and Level Ratings

- Use the Calculate function from the Rating menu to view the attribute/percentage and level ratings
- Switch between Attribute, Percentage and Level Ratings through the Calculate menu option
- In a new window the violations are displayed

The default method for rating the processes is the average algorithm where the following thresholds are used for the values:

- N with 0
- P with 0,33
- L with 0,67
- F with 1

Export to ▾ Calculate ▾ Show all processes

### CALCULATION

Capability Level Attributes for Demonstration Assessment ⓘ

Processes	Assessors	Attributes									
		1	2.1	2.2	3.1	3.2	4.1	4.2	5.1	5.2	
MAN.3 Project Management	Tobias Zehetner	F	F								
	Demo Assessor	F	F								
SUP.1 Quality Assurance	Tobias Zehetner	L									
	Demo Assessor	P									
SUP.8 Configuration Management	Tobias Zehetner	L									
	Demo Assessor	F									

1 2.1 2.2 3.1 3.2 4.1 4.2 5.1 5.2

Overrule

## Overrule rating

- To overrule the rating, click on the button overrule and change the rating by clicking on it
- Overruled ratings are identified with an asterisk (\*)
- To change the rating back to the calculated, select the rating from the list without the asterisk

SWE.2 Software Architectural Design	Demo Assessor	L	L	F																
SWE.3 Software Detailed Design and Unit Construction	Demo Assessor	L																		
SWE.5 Software Integration and Integration Test	Demo Assessor	L																		
SWE.6 Software Qualification Test	Tobias Zehetner	P																		
SYS.5 System Qualification Test	Demo Assessor	F																		
		L																		

**Overrule**

## Assessment Report

- The Assessment Report can be generated by including ratings and notes for one (typically the lead) or more assessors
- The Assessment Report is available in a Word Format
- Templates for the Assessment Report can be configured and uploaded through the Organisation account

**Word-Report**

self assessment

Demo Assessor

Tobias Zehetner

Damjan Ekert

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Show Rating Recommendations

Show Rating Rules

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Use the Organisation Template

Template in landscape format

**Export**

## Excel Export

- The export can be created for one or more assessors
- The excel export can also include the rating recommendations and rating rules
- By default only rated processes are exported
- To export all processes (e.g. as a Offline Backup) → select Export all Units

**Excel-Report**

self assessment

Demo Assessor

Tobias Zehetner

Damjan Ekert

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Show Rating Recommendations

Show Rating Rules

---

Export all Units (Offline Backup)

**Export**

## Powerpoint Management Summary

- For each process a summary can be added
- The summary is used to create a PowerPoint presentation
- The PowerPoint presentation has no design elements and can be easily copied to the organisational template

### Automotive SPICE 3.1

#### Quality Assurance

#### SUP.1 1:

Summary
  Notes
  Save All
  Evidences
  Recommendations
  Rules

+ The strategy is defined in the QA-Plan  
 + Work product reviews were planned and performed

### Automotive SPICE 3.1

**The purpose of the Quality Assurance Process is to provide independent and objective assurance that work products and processes comply with predefined provisions and plans and that non-conformances are resolved and further prevented.**

#### Process SUP.1 Level 1

- The Strategy is documented in the SW-QA Plan, the objectives on the system level are missing.
- The SWQA is part of the development team, independence is not assured.
- Review of work products not planned.

1

#### Automotive SPICE 30 Demo Assessment

Assessor BOSCH

2

#### Capability Dimension

3

#### SPICE Assessments Rating (1)

Rating Legend:

Assessment	Rating
1	Not Assessed
2	Not Assessed
3	Not Assessed
4	Not Assessed
5	Not Assessed
6	Not Assessed
7	Not Assessed
8	Not Assessed
9	Not Assessed
10	Not Assessed
11	Not Assessed
12	Not Assessed
13	Not Assessed
14	Not Assessed
15	Not Assessed
16	Not Assessed
17	Not Assessed
18	Not Assessed
19	Not Assessed
20	Not Assessed
21	Not Assessed
22	Not Assessed
23	Not Assessed
24	Not Assessed
25	Not Assessed
26	Not Assessed
27	Not Assessed
28	Not Assessed
29	Not Assessed
30	Not Assessed

4

#### SPICE Assessments Rating (2)

5

#### Capability Level Attributes Satisfaction

6

#### Process Level Profile

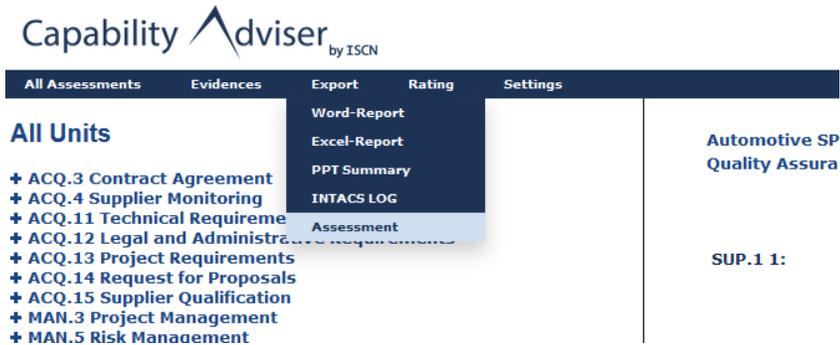
7

#### Process SUP.1 Level 1

- The Strategy is documented in the SW-QA Plan, the objectives on the system level are missing.
- The SWQA is part of the development team, independence is not assured.
- Review of work products not planned.

## Export Assessment

- Assessments can be exported:



- The function can be used as backup or if the assessment is done using an Capability Adviser Offline Version (Installed on a Laptop) or Raspberry Version and the results should be imported back to the server
- The assessment can be imported only through the Organisation Interface

## Evidence Collection

- For an assessment evidences can be collected either via the Quick-Evidence feature

**SUP.1.1:**    Summary    Notes    Save All    Evidences     Recommendations

Title	Description	
QA-Plan	QA-Plan	<input type="button" value="Edit"/> <input type="button" value="-"/>
QM-Plan	QM-Plan	<input type="button" value="Edit"/> <input type="button" value="-"/>

- Or through the Evidence Upload feature

Capability Adviser by ISCN

All Assessments | Evidences | Export | Rating | Settings | Help

All Units

- + ACQ.3 Contract Management
- + ACQ.4 Supplier Monitoring
- + ACQ.11 Technical Requirements
- + ACQ.12 Legal and Administrative Requirements
- + ACQ.13 Project Requirements
- + ACQ.14 Request for Proposals
- + ACQ.15 Supplier Qualification
- + MAN.3 Project Management
- + MAN.5 Risk Management
- + MAN.6 Measurement
- + PIM.3 Process Improvement
- + RFI.2 Reuse Program Management

**EVIDENCE**

Upload a new Evidence:

Title

File  No file selected.

URL

## DOs and DON'Ts

- Regularly Save your Notes (use the Save All Notes button)
- Don't change the (Wireless) network during the assessment
- Log out if you are going to lunch breaks
- Check if the network connection to the server is stable before the start of the assessment e.g. rate a practice and write a note and check if the note has been correctly saved.