

Jama Validation Kit

Sample Documentation

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Core Workflows in the Jama Validation Kit

As a part of the Jama Validation Kit, Jama provides a Safety Manual. This Safety Manual outlines the configuration of Jama Connect, and the ongoing strategy for future validation. It dictates the intended use of the solution in a functional safety environment, highlights assumptions, and outlines core workflows, or critical paths, through Jama Connect. These workflows are the same as what a customer would utilize for their own certification.

The core workflows as defined do not change; however, from release to release, the functionality associated with each core workflow may change.

What is in each core workflow:

Top level description:

Definition, at a high level, of what the core workflow encompasses.

Features included within this scenario:

Jama features which reinforce the core workflow. These are updated as new functionality is added.

Steps to increase confidence:

Best practices and/or guidelines in using Jama for a core workflow. These are updated as new use cases are developed or new functionality is added.

Current core workflows:

These are the current core workflows and pieces of functionality that are regression tested for each release at Jama.

- Managing Items
- Displaying Items
- Managing Traceability
- Displaying Traceability
- Manage Conversations
- MS Word and Excel Exports (external report generation)

- Managing Test Plans
- Manage Test Runs
- Manage Reviews
- Participate in a Review
- Creating a Baseline
- Managing Notifications
- Managing Reuse
- Management of Project Tags

Sample core workflow: manage conversations

Top level description:

Comments, Questions, Decisions, and Issues can all be tracked through the collaboration stream in Jama Connect. The stream is visible globally, at the project level and at the item level. Conversations can also be associated with one or more items in Jama Connect.

Features included within this scenario:

- Create a global comment
- Create a comment on an item
- @ mention users or groups
- @ mention one or more items
- Create a hashtag (#)
- Search comments
- Delete a comment
- Mute a comment
- Receive comment via email
- Reply via email

Steps to increase confidence:

- It should be made clear to users when to use different types of collaboration. Review Center is typically used for more formal, curated collaboration whereas the Stream is intended for more day-to-day inputs and decisions.
- It is recommended to use the bang(!) option in Stream to flag comments as Decision Needed, Question, or Issue. This helps track status of active conversations.
- When setting up permissions admins should be aware that users @ mentioned on a comment will gain visibility to that comment and the description of the item. The only users this does not pertain to are users assigned a "Reviewer" license.

Jama Performance Qualification Report (Sample)

Overview

This document outlines the regression test plans, runs, and run status associated with a specific release or releases. All tests have been executed during the regression period for this specific release. For each release, this includes sign-off from the senior manager of the Quality Assurance team.

Jama 8.x Regression Details

Overview:

High-level summary of structured regression, including key features.

Feature Impacts:

Impacts, risks and associated mitigation, if any, for the release's features.

Fixed and Deferred Defects:

Basic details regarding defects encountered during the regression period.

Regression Test Execution Progress and Regression Performance Execution:

Charts highlighting the testing and performance numbers.

Testing Details

Rundown of all Test Plans and associated Test Runs for all testing cycles, including results explaining any Failed or Blocked test runs.

Jama 8.x Release (Sample)

Test Cases

Test Plan	Test Cycle	Test Run	Date	Status	Actual Results
QAQC-RTC-10	Verify that items in a Baseline retain the correct information when the baseline is taken				
Jama 8.41 - Hosted	Main	QAQC-TSTRN-148048	Aug 15, 2019, 11:46 AM	PASSED	
QAQC-RTC-1003	Verify that the Actions button is visible after opening any review				
Jama 8.41 - Hosted	Main	QAQC-TSTRN-147726	Aug 15, 2019, 8:10 PM	PASSED	
QAQC-RTC-1004	Verify that items with Tables are exported to Word appropriately				
Jama 8.41 - Clients	macOS Chrome Mac Office	QAQC-TSTRN-147271	Aug 19, 2019, 12:03 PM	FAILED	SOS-DEF-2613 : Single Item View - Multiple table exported in word

Core Workflow Import

Jama Connect customers utilize Jama to validate software critical to their validation process. As such, Jama can be utilized in the validation of Jama Connect.

This Excel spreadsheet is provided for each release, and can be imported into Jama. These core workflows are exactly the same as what is printed in the Safety Manual.

ID	Name	Description	TCL
VAL-PS-162	Managing Items	<p>Top level description:</p> <p>An item in Jama is a configurable artifact. Items are typically used for storing requirements, safety requirements, test cases, epics, bugs, user stories, etc., depending on the methodology used. Items are versioned, can be edited, and can have workflows applied. Permissions within these workflows control which users or groups have access.</p> <p>IEC 62304, which pertains specifically to medical device software, explicitly calls out the hierarchical structure of items (requirements) in section 5.2.1 and in Annex C Figure C.2. Alignment with IEC 60601-1:2005 is provided using systems engineering V-Model and demonstrates levels of abstraction from User Needs to System and, subsequently, Software requirements.</p> <p>Features included within this scenario:</p>	Unassigned

Test Case Import

Jama Connect customers utilize Jama Connect to validate software critical to their validation process. As such, Jama Connect can be utilized in the validation of Jama Connect.

This Excel spreadsheet is provided for each release and can be imported into Jama Connect. These test cases are those run during the monthly regression periods at Jama Software. These test cases include steps and associated Critical Product Scenario(s).

ID	Name	Description	Step #	Step Action	Step Expected Result	Step Notes	Product Scenarios	Status	Priority	Created Date	Test Applies To
QAQC-RTC-3056	Verify that an OrgAdmin user can navigate	Verifies that an OrgAdmin user can navigate to the Project page by clicking the [Back to project.] button	1	Open the Projects page and select a project	Projects page should open and project should be selected	::: Test Data : Jee1f	NA	Automated Test Case	4	05/07/2019	Unassigned
QAQC-RTC-3056	Verify that an OrgAdmin user can navigate	Verifies that an OrgAdmin user can navigate to the Project page by clicking the [Back to project.] button	2	Ensure that the Admin page is loaded	The Admin page should be loaded		NA	Automated Test Case	4	05/07/2019	Unassigned
QAQC-RTC-3056	Verify that an OrgAdmin user can navigate	Verifies that an OrgAdmin user can navigate to the Project page by clicking the [Back to project.] button	3	Verify that the [Back to Project..] button is visible	The [Back to Project..] button should be visible		NA	Automated Test Case	4	05/07/2019	Unassigned
QAQC-RTC-3056	Verify that an OrgAdmin user can navigate	Verifies that an OrgAdmin user can navigate to the Project page by clicking the [Back to project.] button	4	Click the [Back to Project..] button	The Projects page should load to the last opened project		NA	Automated Test Case	4	05/07/2019	Unassigned
QAQC-RTC-3056	Verify that an OrgAdmin user can navigate	Verifies that an OrgAdmin user can navigate to the Project page by clicking the [Back to project.] button	5	Verify that the last opened project is open	The last opened project should be opened	::: Test Data : Jee1f	NA	Automated Test Case	4	05/07/2019	Unassigned
QAQC-RTC-466	Verify Session Timeout due to inactivity is	Verify that if a user sits inactive past the configured time frame, they first get a warning and when they don't respond their session expires and h they are forced to login again.	1	Login as root user			NA	Manual Test Case	2	04/05/2016	Browser
QAQC-RTC-466	Verify Session Timeout due to inactivity is	Verify that if a user sits inactive past the configured time frame, they first get a warning and when they don't respond their session expires and h they are forced to login again.	2	Go to 'System Properties' tab			NA	Manual Test Case	2	04/05/2016	Browser
QAQC-RTC-466	Verify Session Timeout due to inactivity is	Verify that if a user sits inactive past the configured time frame, they first get a warning and when they don't respond their session expires and h they are forced to login again.	3	From General properties, edit 'Session Timeout' and ensure it is set to 120 mins (the default)			NA	Manual Test Case	2	04/05/2016	Browser
QAQC-RTC-466	Verify Session Timeout due to inactivity is	Verify that if a user sits inactive past the configured time frame, they first get a warning and when they don't respond their session expires and h they are forced to login again.	4	Login with a different user			NA	Manual Test Case	2	04/05/2016	Browser
QAQC-RTC-466	Verify Session Timeout due to inactivity is	Verify that if a user sits inactive past the configured time frame, they first get a warning and when they don't respond their session expires and h they are forced to login again.	5	St idle till warning message			NA	Manual Test Case	2	04/05/2016	Browser
QAQC-RTC-466	Verify Session Timeout due to inactivity is	Verify that if a user sits inactive past the configured time frame, they first get a warning and when they don't respond their session expires and h they are forced to login again.	6	Do not click on 'Extend session' button, and wait 3 minutes till Session expired window occurs			NA	Manual Test Case	2	04/05/2016	Browser