



Project Audit – ArkNote



Audit Details

Project Name	ArkNote
Audited On	08/05/2023
Audited By	Vishnu Kyatannawar
	Sai Prashanth Kona
	Sanjana Yamawar
	Lakshman Padala
Project Managers	Sindhusha Balla
	Rajkumar Pativada
	Anand Prakash
	Samuel Sandegren
High Priority Action Item Report	24/05/2023
High Priority Action Item Score	80%
Medium Priority Action Item Report	12/06/2023
Medium Priority Action Item Score	90%
Low Priority Action Item Report	03/07/2023
Low Priority Action Item Score	85%



Audit Action Items

Priority	No of Action Items	Review Date
High Priority	17	24/05/2023
Medium Priority	8	12/6/2023
Low Priority	7	3/7/2023

Action Item	Priority	Status	Comments
Keep one source of truth for all the project related			
documents.			
Create a folder in sharepoint and maintain the			
documents inside that.			
Use the same link in soochna documents too.	High	Done	
			Links are added to soochna page -
Keep one excel to manage all the spreadsheet			https://soochna.osmosys.co/books/ar
related documents.	Medium	Done	knote/page/documents
			Add dates and status column in the
Assumption and doubts must be maintained			sheet. Eg. When was the doubt
organized properly with appropriate filters.	High	Done	added and was it clarified.
			Sort the index page to top. Clean the
Index page must be maintained in soochna.	High	Done	soochna docs
All the assumptions should be communicated to			
the clients. For example list of emails and			
notifications which are sent from the application.	Low	Done	
		In	
Update the due date properly in Pinestem Project		Progre	API tasks are updated
status and tasks	Medium	SS	UI tasks are in progress
Avoid generic tasks and review billable hours and		Pendin	
comments on generic task	Low	g	
Developers need to add Comments Properly and			
bill in specific tasks only	Medium	Done	
Communication should happen through Pinestem.			
All doubts, assumptions, decisions should be		Pendin	
added in the task description or comments.	Low	g	
Billing should be done by using correct billing			
status in order to check how much hours are			
spent on coding and support/documentation. New		Pendin	
billing status needs to be added as support.	Low	g	
Architecture design document needs to be			
maintained. Providers + Components	High	Done	Vishnu needs to review.
Database design document needs to be upto date	High	Done	Vishnu needs to review.
Update usecase/api documents	Medium	Done	
For both new and old apis documents need to be			
updated.	Medium	Done	



			https://osmosysasia.sharepoint.com
			/:x:/r/India/ layouts/15/Doc.aspx?s
			ourcedoc=%7B60DBCC67-4623-
			42F0-AC3A-
			1D435F92A978%7D&file=Arknote%2
			0System%20test%20plan.xlsx&actio
Test Plan needs to be maintained	Medium	Done	n=default&mobileredirect=true
Deployment checklist/Plan needs to be		Pendin	
maintained.	Low	g	
			Yogesh - It is on Docker currently,
			we need to setup on VM - 192 to
			have these options.
Port should not be exposed. User should be		Blocke	
created with read only access	Medium	d	Vishnu- To talk with Yogesh.
Ensure database normalization rules are maintained or not	∐iah	Dono	Vishnu needs to review.
	High	Done	
Create Database standards Document	High	Done Pendin	Vishnu needs to review.
Create Roadmap document	Low	_	
Create list of 3rd party applications, servers and	LOW	9	
any other resources to which we might have to			https://soochna.osmosys.co/books/
give access to developers when required.	Medium	Done	arknote/page/3rd-party-services
			1.Mobile repo should have branch
			protection rules.
			2.Remove the 2 main branches if
			not required. (Convert the guideline
			to checklist and submit to Sindhu/Raj after review of PR, whose PR who is
Configure branch protection rules for main branch			reviewing).
or development branch	High	Done	3.Mobile App is pending.(Done)
			Mobile repo should have PR
Need to have Pull request checklist	High	Done	template checklist
			1.Have a form to be filled by
			Reviewer.
			2.Dev will have to attch the
			testcases be it minor,major.
PR'S needs to be reviewed by Riders or by a	l	Pendin	,
capable person	High	g	not review and merge his own PR.
PR should not be opened for more than 2 days if its opened detailing must be given. [Reasons]	High	Done	Should have a check weekly.
Branches must be deleted which are already	1 11911	Done	Chould have a check weekly.
merged	High	Done	
			API - Comment by Sameer " CI is not
			implemented in any .NET project as
			of now. We are working on it this
			week. Maybe by next week, we shall
House a Olim front and and ADI (a. Ottob	_		release a plan on how to setup CI for
Have a CI in front end and API for Gitlab	Low	g	.NET projects"



Relook at coding standards for portal and we should be clear on what standards we are using.	High	Pendin g	1.Add API standard link. 2.Any modifications done can be listed, and ensure what microsoft standards follows we should also follow in same way. 3.Review the standards by Vishnu.
API standard document to be produced	High	Done	1.Add API standard link. 2.Any modifications done can be listed, and ensure what microsoft standards follows we should also follow in same way. 3.Review the standards by Vishnu.
Make sure team communicates doubts in the task		2 01.10	
itself	High	Done	
		In	
Add checklist template for all the PRs API, Portal		Progre	Mobile repo should have PR
and Mobile	High	ss	template checklist
			1.Review by Vishnu.
			2.PR needs a title in front like task
Inform team to follow commit conventions	High	Done	ID for Bug ID



High Priority Action Item Report

Date: 24/05/2023

Priority	No of Action Items	Action Item Completed
High Priority	17	15
Medium Priority	8	0
Low Priority	7	0

Action Item:	Priority	Status	Comments
Keep one source of truth for all the project			
related documents.			
Create a folder in sharepoint and maintain the			
documents inside that.			
Use the same link in soochna documents too.	High	Done	
			Links are added to soochna page -
Keep one excel to manage all the spreadsheet			https://soochna.osmosys.co/books/ark
related documents.	Medium	Done	note/page/documents
			Add dates and status column in the
Assumption and doubts must be maintained			sheet. Eg. When was the doubt added
organized properly with appropriate filters.	High	Done	and was it clarified.
			Sort the index page to top. Clean the
Index page must be maintained in soochna.	High	Done	soochna docs
All the assumptions should be communicated to			
the clients. For example list of emails and			
notifications which are sent from the			
application.	Low	Done	
			API tasks are updated
			UI tasks are updated yet to check -
			Checked the UI Tasks and the due
Update the due date properly in Pinestem			dates are updated Properly for the
Project status and tasks	Medium	Done	present tasks.
			Checked the Generic task and
			reviewed there billable hours and
Avoid generic tasks and review billable hours			comments everything is fine hence
and comments on generic task	Low	Done	moving this status to done.
Developers need to add Comments Properly	L		
and bill in specific tasks only	Medium	Done	
Communication should happen through			
Pinestem. All doubts, assumptions, decisions			Informed team about this again.
should be added in the task description or			Reviewed comments on generic tasks
comments.	Low	Done	- Like internal calls
Billing should be done by using correct billing			
status in order to check how much hours are			
spent on coding and support/documentation.			
New billing status needs to be added as		Days	Charathi has to speak to 1995 a set of
support.	Low	Done	Shruthi has to create billing status



	ı		1
Architecture design document needs to be		_	
maintained. Providers + Components	High	Done	Vishnu needs to review.
Database design document needs to be upto date	High	Done	Vishnu needs to review.
uate	підп	Done	Visitifu fleeds to review.
Update usecase/api documents	Medium	Done	
For both new and old apis documents need to			
be updated.	Medium	Done	
			https://osmosysasia.sharepoint.com/:
			x:/r/India/_layouts/15/Doc.aspx?sour
			cedoc=%7B60DBCC67-4623-42F0-
			AC3A-
			1D435F92A978%7D&file=Arknote%20
			System%20test%20plan.xlsx&action=
Test Plan needs to be maintained	Medium	Done	default&mobileredirect=true
			Added Azure App service deployment
			document -
			https://soochna.osmosys.co/books/ark
			note/page/azure-app-service-
		ln -	deployment
Deployment checklist/Plan needs to be		Progres	Portal deployment has to be
maintained.	Low	S	documented - Raj
			Yogesh - It is on Docker currently, we
			need to setup on VM - 192 to have
Bartala III arthu a canal III araba III a			these options.
Port should not be exposed. User should be	Madium	Disales	Violani. To talk with Vagaala
created with read only access	Medium	Вюскеа	Vishnu- To talk with Yogesh.
Ensure database normalization rules are maintained or not	Lliab	Dono	Vishnu needs to review.
	High	Done	
Create Database standards Document	High	Done	Vishnu needs to review.
			Is this different from Index page?
			Vishnu: It is developer roadmap
Create Roadmap document	Low	Pending	document - to start API/UI/App development
Create list of 3rd party applications, servers and		rending	development
any other resources to which we might have to			https://soochna.osmosys.co/books/ar
give access to developers when required.	Medium	Done	knote/page/3rd-party-services
			1.Mobile repo should have branch
			protection rules.
			2.Remove the 2 main branches if not
			required. (Convert the guideline to
			checklist and submit to Sindhu/Raj
			after review of PR, whose PR who is
Configure branch protection rules for main	I II ada	D	reviewing).
branch or development branch	High	Done	3.Mobile App is pending.(Done)
Need to have Dull request the stillet	l limb	Daw -	Mobile repo should have PR template
Need to have Pull request checklist	High	Done	checklist



Created a document & shared it wis reviewers - https://osmosysasia.sharepoint.com/:/r/India/_layouts/15/Doc.aspx?sou/doc=%7Be539d487-dbe2-42aa-b7/capable person PR should not be opened for more than 2 days if its opened detailing must be given. [Reasons] High Branches must be deleted which are already merged High Done Should have a check weekly. We have added this for Arknote, difind any build errors & syntax error merged with development branch Have a CI in front end and API for Gitlab Low Sreated a document & shared it wis reviewers - https://osmosysasia.sharepoint.com/:/r/India/_layouts/15/Doc.aspx?sou/doc=%7Be539d487-dbe2-42aa-b7/c1958eb4bfae%7D&action=editnet/ Done Should have a check weekly. We have added this for Arknote, difind any build errors & syntax error merged with development branch Front end - Yet to be added	n/:x rce 3-
https://osmosysasia.sharepoint.cor :/r/India/_layouts/15/Doc.aspx?sou doc=%7Be539d487-dbe2-42aa-b7 capable person PR should not be opened for more than 2 days if its opened detailing must be given. [Reasons] High Branches must be deleted which are already merged High Done Should have a check weekly. We have added this for Arknote, di find any build errors & syntax error Progres https://osmosysasia.sharepoint.cor :/r/India/_layouts/15/Doc.aspx?sou doc=%7Be539d487-dbe2-42aa-b7 c1958eb4bfae%7D&action=editnet Done We have added this for Arknote, di find any build errors & syntax error merged with development branch	<u>ce</u>
PR'S needs to be reviewed by Riders or by a capable person PR should not be opened for more than 2 days if its opened detailing must be given. [Reasons] High Branches must be deleted which are already merged High Done In In In In In In In I	<u>ce</u>
PR'S needs to be reviewed by Riders or by a capable person PR should not be opened for more than 2 days if its opened detailing must be given. [Reasons] High Branches must be deleted which are already merged High Done Should have a check weekly. We have added this for Arknote, difind any build errors & syntax error merged with development branch	3-
capable person PR should not be opened for more than 2 days if its opened detailing must be given. [Reasons] High Branches must be deleted which are already merged High Done Should have a check weekly. We have added this for Arknote, di find any build errors & syntax error merged with development branch	
PR should not be opened for more than 2 days if its opened detailing must be given. [Reasons] High Done Should have a check weekly. Branches must be deleted which are already merged High Done We have added this for Arknote, difind any build errors & syntax error Progres merged with development branch	_
if its opened detailing must be given. [Reasons] High Done Should have a check weekly. Branches must be deleted which are already merged High Done We have added this for Arknote, di find any build errors & syntax error merged with development branch	
Branches must be deleted which are already merged High Done We have added this for Arknote, di find any build errors & syntax error Progres merged with development branch	
merged High Done We have added this for Arknote, di In find any build errors & syntax error Progres merged with development branch	
We have added this for Arknote, di In find any build errors & syntax error Progres merged with development branch	
In find any build errors & syntax error Progres merged with development branch	dn't
Progres merged with development branch	
1.Add API standard link -	
https://osmosysasia.sharepoint.com	า/:
w:/g/India/EdTUAxkyqNRMtqprWT	
1C8BQXhy6ZbfDEBwoHiMLZfzUC	
=tpNYkC	
2.Portal standard link -	
https://osmosysasia.sharepoint.com	ո/։
w:/g/India/Efow58xDHuBPr-	
Vishnu - To check if Osm standard	3
are followed in Arknote	
3.Review the standards by Vishnu.	
Vishnu: It does not use standards	
defined by Osmosys	
(https://github.com/OsmosysSoftwa	ıre/
Relook at coding standards for portal and we In <u>dev-standards/blob/main/coding-</u>	
should be clear on what standards we are Progres standards/angular.md)	
using. High s	
1.Add API standard link.	-
2. Any modifications done can be	
listed, and ensure what microsoft	
standards follows we should also	
follow in same way. 3.Review the	
API standard document to be produced High Done standards by Vishnu.	
Make sure team communicates doubts in the	
task itself High Done	
Vishnu: I can see a checklist here	
(https://gitlab.osmosys.co/arknote/	<u>00</u>
bile-app/-	
In /blob/dev/.gitlab/merge request te	<u>npl</u>
Add checklist template for all the PRs API, Progres ates/Generic.md) but it is not being	
Portal and Mobile High s used in any PR.	



		1	4 Daview by Vielen
			1.Review by Vishnu.
			2.PR needs a title in front like task ID
Inform team to follow commit conventions	High	Done	for Bug ID



Medium Priority Action Item Report

Date: 12/06/2023

Priority	No of Action Items	Action Item Completed
High Priority	17	15
Medium Priority	8	6
Low Priority	7	1

Action Item	Priority	Status	Comments
Keep one source of truth for all the project related			
documents.			
Create a folder in sharepoint and maintain the			
documents inside that.			
Use the same link in soochna documents too.	High	Done	
			Links are added to soochna page -
Keep one excel to manage all the spreadsheet			https://soochna.osmosys.co/books/ar
related documents.	Medium	Done	knote/page/documents
			Add dates and status column in the
Assumption and doubts must be maintained			sheet. Eg. When was the doubt
organized properly with appropriate filters.	High	Done	added and was it clarified.
			Sort the index page to top. Clean the
Index page must be maintained in soochna.	High	Done	soochna docs
All the assumptions should be communicated to			
the clients. For example list of emails and			
notifications which are sent from the application.	Low	Done	
		In	
Update the due date properly in Pinestem Project		Progre	API tasks are updated
status and tasks	Medium	SS	UI tasks are in progress
Avoid generic tasks and review billable hours and		Pendin	
comments on generic task	Low	g	
Developers need to add Comments Properly and			
bill in specific tasks only	Medium	Done	
Communication should happen through Pinestem.			
All doubts, assumptions, decisions should be		Pendin	
added in the task description or comments.	Low	g	
Billing should be done by using correct billing			
status in order to check how much hours are			
spent on coding and support/documentation. New		Pendin	
billing status needs to be added as support.	Low	g	
Architecture design document needs to be		1	
maintained. Providers + Components	High	Done	Vishnu needs to review.



Database design document needs to be upto date	High	Done	Vishnu needs to review.
Database design document needs to be upto date	i ligit	Done	Visiting fleeds to review.
Update usecase/api documents	Medium	Done	
For both new and old apis documents need to be			
updated.	Medium	Done	
			https://osmosysasia.sharepoint.com
			/:x:/r/India/ layouts/15/Doc.aspx?s
			ourcedoc=%7B60DBCC67-4623-
			42F0-AC3A-
			1D435F92A978%7D&file=Arknote%2
			0System%20test%20plan.xlsx&actio
Test Plan needs to be maintained	Medium	Done	n=default&mobileredirect=true
Deployment checklist/Plan needs to be	Mediam	Pendin	
maintained.	Low	g	
			Yogesh - It is on Docker currently,
			we need to setup on VM - 192 to
			have these options.
Port should not be exposed. User should be		Blocke	
created with read only access	Medium	d	Vishnu- To talk with Yogesh.
Ensure database normalization rules are			
maintained or not	High	Done	Vishnu needs to review.
Create Database standards Document	High	Done	Vishnu needs to review.
		Pendin	
Create Roadmap document	Low	g	
Create list of 3rd party applications, servers and			https://soochna.osmosys.co/books/
any other resources to which we might have to	NA - II	D	
give access to developers when required.	Medium	Done	arknote/page/3rd-party-services
			Mobile repo should have branch protection rules.
			2.Remove the 2 main branches if
			not required. (Convert the guideline
			to checklist and submit to Sindhu/Raj
			after review of PR, whose PR who is
Configure branch protection rules for main branch			reviewing).
or development branch	High	Done	3.Mobile App is pending.(Done)
			Mobile repo should have PR
Need to have Pull request checklist	High	Done	template checklist
			1.Have a form to be filled by
			Reviewer.
			2.Dev will have to attch the
PR'S needs to be reviewed by Riders or by a		Pendin	testcases be it minor,major. 3.The person creating PR should
capable person	High	g	not review and merge his own PR.
PR should not be opened for more than 2 days if	g.,	9	metrement and merger me emirrit.
its opened detailing must be given. [Reasons]	High	Done	Should have a check weekly.
Branches must be deleted which are already	Ĭ		
merged	High	Done	
		1	



			API - Comment by Sameer " CI is not implemented in any .NET project as of now. We are working on it this week. Maybe by next week, we shall release a plan on how to setup CI for
Have a CI in front end and API for Gitlab	Low	g	.NET projects"
			1.Add API standard link.
			2.Any modifications done can be
			listed , and ensure what microsoft
			standards follows we should also
Relook at coding standards for portal and we		Pendin	follow in same way. 3.Review the
should be clear on what standards we are using.	High	g	standards by Vishnu.
			1.Add API standard link.
			2.Any modifications done can be
			listed , and ensure what microsoft
			standards follows we should also
			follow in same way. 3.Review the
API standard document to be produced	High	Done	standards by Vishnu.
Make sure team communicates doubts in the task			
itself	High	Done	
		In	
Add checklist template for all the PRs API, Portal		Progre	Mobile repo should have PR
and Mobile	High	ss	template checklist
			1.Review by Vishnu.
			2.PR needs a title in front like task
Inform team to follow commit conventions	High	Done	ID for Bug ID



Low Priority Action Item Report

Date: 03/07/2023

Priority	No of Action Items	Action Item Completed
High Priority	17	15
Medium Priority	8	7
Low Priority	7	4

Action Item:	Priority	Status	Comments
	ritority	Jiaius	Comments
Keep one source of truth for all the project			
related documents.			
Create a folder in sharepoint and maintain the			
documents inside that.	l liada	Dana	
Use the same link in soochna documents too.	High	Done	
			Links are added to soochna page -
Keep one excel to manage all the spreadsheet			https://soochna.osmosys.co/books/
related documents.	Medium	Done	arknote/page/documents
			Add dates and status column in the
Assumption and doubts must be maintained			sheet. Eg. When was the doubt
organized properly with appropriate filters.	High	Done	added and was it clarified.
			Sort the index page to top. Clean
Index page must be maintained in soochna.	High	Done	the soochna docs
All the assumptions should be communicated			
to the clients. For example list of emails and			
notifications which are sent from the			
application.	Low	Done	
			API tasks are updated
			UI tasks are updated yet to check -
			Checked the UI Tasks and the due
Update the due date properly in Pinestem			dates are updated Properly for the
Project status and tasks	Medium	Done	present tasks.
			Checked the Generic task and
			reviewed there billable hours and
Avoid generic tasks and review billable hours			comments everything is fine hence
and comments on generic task	Low	Done	moving this status to done.
Developers need to add Comments Properly			
and bill in specific tasks only	Medium	Done	
Communication should happen through			
Pinestem. All doubts, assumptions, decisions			Informed team about this again.
should be added in the task description or			Reviewed comments on generic
comments.	Low	Done	tasks - Like internal calls
Billing should be done by using correct billing			
status in order to check how much hours are			
spent on coding and support/documentation.	Low	Done	Shruthi has to create billing status



h	1	1	1
New billing status needs to be added as support.			
Architecture design document needs to be maintained. Providers + Components	High	Done	Vishnu needs to review.
Database design document needs to be upto date	High	Done	Vishnu needs to review.
Update usecase/api documents	Medium	Done	
For both new and old apis documents need to be updated.	Medium	Done	
			https://osmosysasia.sharepoint.co
			m/:x:/r/India/ layouts/15/Doc.aspx
			?sourcedoc=%7B60DBCC67-4623-
			42F0-AC3A-
			1D435F92A978%7D&file=Arknote%
			20System%20test%20plan.xlsx&act
Test Plan needs to be maintained	Medium	Done	ion=default&mobileredirect=true
			Added Azure App service
			deployment document -
			https://soochna.osmosys.co/books/
			arknote/page/azure-app-service-
			deployment
Deployment checklist/Plan needs to be		ln D	Portal deployment has to be
maintained.	Low	Progress	documented - Raj
			Yogesh - It is on Docker currently, we need to setup on VM - 192 to
			have these options.
Port should not be exposed. User should be			nave these spherie.
created with read only access	Medium	Blocked	Vishnu- To talk with Yogesh.
Ensure database normalization rules are			- I see that the second second
maintained or not	High	Done	Vishnu needs to review.
Create Database standards Document	High	Done	Vishnu needs to review.
			Is this different from Index page?
			Vishnu: It is developer roadmap
			document - to start API/UI/App
Create Roadmap document	Low	Pending	development
Create list of 3rd party applications, servers			
and any other resources to which we might			https://soochna.osmosys.co/books
have to give access to developers when	Madium	Dana	/arknote/page/3rd-party-services
required.	Medium	Done	1.Mobile repo should have branch
			protection rules.
			2.Remove the 2 main branches if
			not required. (Convert the guideline
Configure branch protection rules for main			to checklist and submit to
branch or development branch	High	Done	Sindhu/Raj after review of PR,



			whose PR who is reviewing).
			3.Mobile App is pending.(Done)
			Mobile repo should have PR
Need to have Pull request checklist	High	Done	template checklist
			Created a document & shared it with reviewers -
			https://osmosysasia.sharepoint.com
			/:x:/r/India/_layouts/15/Doc.aspx?so
			urcedoc=%7Be539d487-dbe2-
PR'S needs to be reviewed by Riders or by a			42aa-b7f3-
	High	Done	c1958eb4bfae%7D&action=editnew
PR should not be opened for more than 2 days			
if its opened detailing must be given.			
[Reasons]	High	Done	Should have a check weekly.
Branches must be deleted which are already			
merged	High	Done	
			We have added this for Arknote,
			didn't find any build errors & syntax
		1	errors - merged with development
Hove a Cl in front and and ADI for Citloh	Low	In	branch
Have a CI in front end and API for Gitlab	Low	Progress	Front end - Yet to be added 1.Add API standard link -
			https://osmosysasia.sharepoint.com
			/:w:/g/India/EdTUAxkyqNRMtqprWT
			5W1C8BQXhy6ZbfDEBwoHiMLZfz
			UQ?e=tpNYkC
			2.Portal standard link -
			https://osmosysasia.sharepoint.com
			/:w:/g/India/Efow58xDHuBPr-
			Vishnu - To check if Osm standards
			are followed in Arknote
			3.Review the standards by Vishnu.
			Vishnu: It does not use standards
			defined by Osmosys
			(https://github.com/OsmosysSoftwa re/dev-standards/blob/main/coding-
Relook at coding standards for portal and we		In	standards/angular.md)
should be clear on what standards we are using.	High	In Progress	<u>standards/arrgular.mu</u>)
using.	ı iigi i	riogress	1.Add API standard link.
			2.Any modifications done can be
			listed , and ensure what microsoft
API standard document to be produced	High	Done	standards follows we should also



			follow in same way. 3.Review the standards by Vishnu.
Make sure team communicates doubts in the			
task itself	High	Done	
			Vishnu: I can see a checklist here
			(https://gitlab.osmosys.co/arknote/m
			obile-app/-
			/blob/dev/.gitlab/merge_request_te
Add checklist template for all the PRs API,		In	mplates/Generic.md) but it is not
Portal and Mobile	High	Progress	being used in any PR.
			1.Review by Vishnu.
			2.PR needs a title in front like task
Inform team to follow commit conventions	High	Done	ID for Bug ID