



# Project Audit – ArkNote

(May 2023)

## 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	
Keep one excel to manage all the spreadsheet related documents.	Medium	Done	Links are added to soochna page - <a href="https://soochna.osmosys.co/books/arknote/page/documents">https://soochna.osmosys.co/books/arknote/page/documents</a>
Assumption and doubts must be maintained organized properly with appropriate filters.	High	Done	Add dates and status column in the sheet. Eg. When was the doubt added and was it clarified.
Index page must be maintained in soochna.	High	Done	Sort the index page to top. Clean 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	
Update the due date properly in Pinestem Project status and tasks	Medium	In Progress	API tasks are updated UI tasks are in progress
Avoid generic tasks and review billable hours and comments on generic task	Low	Pending	
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 added in the task description or comments.	Low	Pending	
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 support.	Low	Pending	
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	

			<a href="https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true">https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true</a>
Test Plan needs to be maintained	Medium	Done	
Deployment checklist/Plan needs to be maintained.	Low	Pending	
Port should not be exposed. User should be created with read only access	Medium	Blocked	Yogesh - It is on Docker currently, we need to setup on VM - 192 to have these options. 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.
Create Roadmap document	Low	Pending	
Create list of 3rd party applications, servers and any other resources to which we might have to give access to developers when required.	Medium	Done	<a href="https://soochna.osmosys.co/books/arknote/page/3rd-party-services">https://soochna.osmosys.co/books/arknote/page/3rd-party-services</a>
Configure branch protection rules for main branch or development branch	High	Done	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 reviewing). 3.Mobile App is pending.(Done)
Need to have Pull request checklist	High	Done	Mobile repo should have PR template checklist
PR'S needs to be reviewed by Riders or by a capable person	High	Pending	1.Have a form to be filled by Reviewer. 2.Dev will have to attach the testcases be it minor,major. 3.The person creating PR should 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 merged	High	Done	
Have a CI in front end and API for Gitlab	Low	Pending	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 .NET projects"

Relook at coding standards for portal and we should be clear on what standards we are using.	High	Pending	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 itself	High	Done	
Add checklist template for all the PRs API, Portal and Mobile	High	In Progress	Mobile repo should have PR template checklist
Inform team to follow commit conventions	High	Done	1.Review by Vishnu. 2.PR needs a title in front like task 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	
Keep one excel to manage all the spreadsheet related documents.	Medium	Done	Links are added to soochna page - <a href="https://soochna.osmosys.co/books/arknote/page/documents">https://soochna.osmosys.co/books/arknote/page/documents</a>
Assumption and doubts must be maintained organized properly with appropriate filters.	High	Done	Add dates and status column in the sheet. Eg. When was the doubt added and was it clarified.
Index page must be maintained in soochna.	High	Done	Sort the index page to top. Clean 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	
Update the due date properly in Pinestem Project status and tasks	Medium	Done	API tasks are updated UI tasks are updated yet to check - Checked the UI Tasks and the due dates are updated Properly for the present tasks.
Avoid generic tasks and review billable hours and comments on generic task	Low	Done	Checked the Generic task and reviewed there billable hours and comments everything is fine hence 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 should be added in the task description or comments.	Low	Done	Informed team about this again. Reviewed comments on generic 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. New billing status needs to be added as support.	Low	Done	Shruthi has to create billing status

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	
			<a href="https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true">https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true</a>
Test Plan needs to be maintained	Medium	Done	
Deployment checklist/Plan needs to be maintained.	Low	In Progress	Added Azure App service deployment document - <a href="https://soochna.osmosys.co/books/arknote/page/azure-app-service-deployment">https://soochna.osmosys.co/books/arknote/page/azure-app-service-deployment</a> Portal deployment has to be documented - Raj
Port should not be exposed. User should be created with read only access	Medium	Blocked	Yogesh - It is on Docker currently, we need to setup on VM - 192 to have these options. 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.
Create Roadmap document	Low	Pending	Is this different from Index page? Vishnu: It is developer roadmap document - to start API/UI/App development
Create list of 3rd party applications, servers and any other resources to which we might have to give access to developers when required.	Medium	Done	<a href="https://soochna.osmosys.co/books/arknote/page/3rd-party-services">https://soochna.osmosys.co/books/arknote/page/3rd-party-services</a>
Configure branch protection rules for main branch or development branch	High	Done	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 reviewing). 3.Mobile App is pending.(Done)
Need to have Pull request checklist	High	Done	Mobile repo should have PR template checklist

PR'S needs to be reviewed by Riders or by a capable person	High	Done	Created a document & shared it with reviewers - <a href="https://osmosysasia.sharepoint.com/:r/India/_layouts/15/Doc.aspx?source=doc=%7Be539d487-dbe2-42aa-b7f3-c1958eb4bfae%7D&amp;action=editnew">https://osmosysasia.sharepoint.com/:r/India/_layouts/15/Doc.aspx?source=doc=%7Be539d487-dbe2-42aa-b7f3-c1958eb4bfae%7D&amp;action=editnew</a>
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	
Have a CI in front end and API for Gitlab	Low	In Progress	We have added this for Arknote, didn't find any build errors & syntax errors - merged with development branch Front end - Yet to be added
Relook at coding standards for portal and we should be clear on what standards we are using.	High	In Progress	1.Add API standard link - <a href="https://osmosysasia.sharepoint.com/:w/g/India/EdTUAxkyqNRMtqprWT5W1C8BQXhy6ZbfDEBwoHiMLZfzUQ?e=tpNYkC">https://osmosysasia.sharepoint.com/:w/g/India/EdTUAxkyqNRMtqprWT5W1C8BQXhy6ZbfDEBwoHiMLZfzUQ?e=tpNYkC</a>  2.Portals standard link - <a href="https://osmosysasia.sharepoint.com/:w/g/India/Efow58xDHuBPr-">https://osmosysasia.sharepoint.com/:w/g/India/Efow58xDHuBPr-</a>  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 ( <a href="https://github.com/OsmosysSoftware/dev-standards/blob/main/coding-standards/angular.md">https://github.com/OsmosysSoftware/dev-standards/blob/main/coding-standards/angular.md</a> )
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 itself	High	Done	
Add checklist template for all the PRs API, Portal and Mobile	High	In Progress	Vishnu: I can see a checklist here ( <a href="https://gitlab.osmosys.co/arknote/mobile-app/-/blob/dev/gitlab/merge_request_templates/Generic.md">https://gitlab.osmosys.co/arknote/mobile-app/-/blob/dev/gitlab/merge_request_templates/Generic.md</a> ) but it is not being used in any PR.



Inform team to follow commit conventions	High	Done	1.Review by Vishnu. 2.PR needs a title in front like task ID for Bug ID
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## 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	
Keep one excel to manage all the spreadsheet related documents.	Medium	Done	Links are added to soochna page - <a href="https://soochna.osmosys.co/books/arknote/page/documents">https://soochna.osmosys.co/books/arknote/page/documents</a>
Assumption and doubts must be maintained organized properly with appropriate filters.	High	Done	Add dates and status column in the sheet. Eg. When was the doubt added and was it clarified.
Index page must be maintained in soochna.	High	Done	Sort the index page to top. Clean 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	
Update the due date properly in Pinestem Project status and tasks	Medium	In Progress	API tasks are updated UI tasks are in progress
Avoid generic tasks and review billable hours and comments on generic task	Low	Pending	
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 added in the task description or comments.	Low	Pending	
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 support.	Low	Pending	
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	
			<a href="https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true">https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true</a>
Test Plan needs to be maintained	Medium	Done	
Deployment checklist/Plan needs to be maintained.	Low	Pending	
			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 created with read only access	Medium	Blocked	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.
Create Roadmap document	Low	Pending	
Create list of 3rd party applications, servers and any other resources to which we might have to give access to developers when required.	Medium	Done	<a href="https://soochna.osmosys.co/books/arknote/page/3rd-party-services">https://soochna.osmosys.co/books/arknote/page/3rd-party-services</a>
			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 reviewing). 3.Mobile App is pending.(Done)
Configure branch protection rules for main branch or development branch	High	Done	
Need to have Pull request checklist	High	Done	Mobile repo should have PR template checklist
			1.Have a form to be filled by Reviewer. 2.Dev will have to attach the testcases be it minor,major. 3.The person creating PR should not review and merge his own PR.
PR'S needs to be reviewed by Riders or by a capable person	High	Pending	
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	

Have a CI in front end and API for Gitlab	Low	Pending	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 .NET projects"
Relook at coding standards for portal and we should be clear on what standards we are using.	High	Pending	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 itself	High	Done	
Add checklist template for all the PRs API, Portal and Mobile	High	In Progress	Mobile repo should have PR template checklist
Inform team to follow commit conventions	High	Done	1.Review by Vishnu. 2.PR needs a title in front like task 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
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	
Keep one excel to manage all the spreadsheet related documents.	Medium	Done	Links are added to soochna page - <a href="https://soochna.osmosys.co/books/arknote/page/documents">https://soochna.osmosys.co/books/arknote/page/documents</a>
Assumption and doubts must be maintained organized properly with appropriate filters.	High	Done	Add dates and status column in the sheet. Eg. When was the doubt added and was it clarified.
Index page must be maintained in soochna.	High	Done	Sort the index page to top. Clean 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	
Update the due date properly in Pinestem Project status and tasks	Medium	Done	API tasks are updated UI tasks are updated yet to check - Checked the UI Tasks and the due dates are updated Properly for the present tasks.
Avoid generic tasks and review billable hours and comments on generic task	Low	Done	Checked the Generic task and reviewed there billable hours and comments everything is fine hence 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 should be added in the task description or comments.	Low	Done	Informed team about this again. Reviewed comments on generic 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

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	
Test Plan needs to be maintained	Medium	Done	<a href="https://osmosysasia.sharepoint.com/:x/r/India/ layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true">https://osmosysasia.sharepoint.com/:x/r/India/ layouts/15/Doc.aspx?sourcedoc=%7B60DBCC67-4623-42F0-AC3A-1D435F92A978%7D&amp;file=Arknote%20System%20test%20plan.xlsx&amp;action=default&amp;mobileredirect=true</a>
Deployment checklist/Plan needs to be maintained.	Low	In Progress	Added Azure App service deployment document - <a href="https://soochna.osmosys.co/books/arknote/page/azure-app-service-deployment">https://soochna.osmosys.co/books/arknote/page/azure-app-service-deployment</a> Portal deployment has to be documented - Raj
Port should not be exposed. User should be created with read only access	Medium	Blocked	Yogesh - It is on Docker currently, we need to setup on VM - 192 to have these options. 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.
Create Roadmap document	Low	Pending	Is this different from Index page? Vishnu: It is developer roadmap document - to start API/UI/App development
Create list of 3rd party applications, servers and any other resources to which we might have to give access to developers when required.	Medium	Done	<a href="https://soochna.osmosys.co/books/arknote/page/3rd-party-services">https://soochna.osmosys.co/books/arknote/page/3rd-party-services</a>
Configure branch protection rules for main branch or development branch	High	Done	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 reviewing). 3.Mobile App is pending.(Done)
Need to have Pull request checklist	High	Done	Mobile repo should have PR template checklist
PR'S needs to be reviewed by Riders or by a capable person	High	Done	Created a document & shared it with reviewers - <a href="https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?source=doc%7Be539d487-dbe2-42aa-b7f3-c1958eb4bfae%7D&amp;action=editnew">https://osmosysasia.sharepoint.com/:x:/r/India/_layouts/15/Doc.aspx?source=doc%7Be539d487-dbe2-42aa-b7f3-c1958eb4bfae%7D&amp;action=editnew</a>
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	
Have a CI in front end and API for Gitlab	Low	In Progress	We have added this for Arknote, didn't find any build errors & syntax errors - merged with development branch Front end - Yet to be added
Relook at coding standards for portal and we should be clear on what standards we are using.	High	In Progress	1.Add API standard link - <a href="https://osmosysasia.sharepoint.com/:w:/g/India/EdTUAXkyqNRMtqprWT5W1C8BQXhy6ZbfDEBwoHiMLZfzUQ?e=tpNYkC">https://osmosysasia.sharepoint.com/:w:/g/India/EdTUAXkyqNRMtqprWT5W1C8BQXhy6ZbfDEBwoHiMLZfzUQ?e=tpNYkC</a>  2.Portal standard link - <a href="https://osmosysasia.sharepoint.com/:w:/g/India/Efow58xDHuBPr-">https://osmosysasia.sharepoint.com/:w:/g/India/Efow58xDHuBPr-</a>  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 ( <a href="https://github.com/OsmosysSoftware/dev-standards/blob/main/coding-standards/angular.md">https://github.com/OsmosysSoftware/dev-standards/blob/main/coding-standards/angular.md</a> )
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 itself	High	Done	
Add checklist template for all the PRs API, Portal and Mobile	High	In Progress	Vishnu: I can see a checklist here ( <a href="https://gitlab.osmosys.co/arknote/mobile-app/-/blob/dev/gitlab/merge_request_templates/Generic.md">https://gitlab.osmosys.co/arknote/mobile-app/-/blob/dev/gitlab/merge_request_templates/Generic.md</a> ) but it is not being used in any PR.
Inform team to follow commit conventions	High	Done	1.Review by Vishnu. 2.PR needs a title in front like task ID for Bug ID