



# Project Audit – Behaviorally



### **Audit Details**

Project Name	Behaviorally
Audited On	17/05/2023
Audited By	Vishnu Kyatannawar
	Sai Prashanth Kona
	Sanjana Yamawar
	Lakshman P
Project Managers	Shubham Kumar Jha
	Sai Manohar P
High Priority Action Item Report	20/06/2023
High Priority Action Item Score	100%
Medium Priority Action Item Report	10/07/2023
Medium Priority Action Item Score	50%



#### **Audit Action Items**

Priority	No of Action Items	Review Date
High Priority	11	20/06/2023
Medium Priority	2	10/07/2023

Action Item:	Priority	Status	Comments
			Verified-Done
Move task statuses to "Done."	High	Done	
Close any projects that are no			Verified-Done
longer active.	High	Done	
Mark all inactive projects as "Short			Verified-Done
Closed."	High	Done	
Close all tasks within the "Short			Verified-Done
Closed" projects.	High	Done	
Review the weekly billings of team			
members.	High	Done	
			We have finished for below applications/projects Kiwi Filed Automation RespDB PowerBI Reports Image Library
Ensure API documentation, architecture diagrams, database documentation, and Postman collections are available for all applications.	Medium	In Progress	Below are the pending once which we are targetting to finish by 10 July Merlin Behaviorally Automation
			Started doing this since June 7
Maintain proper commit message			https://github.com/behaviorally/merlin-
and pull request (PR) conventions.	High	Done	api/pull/66
Protect the master branches of all repositories.	High	Done	Done https://github.com/behaviorally/merlin-portal/settings/branches
Integrate linting for all repositories.	Medium	In Progress	1. Done for kiwi 2. Rest of the PHP projects have old PHP versions so, its difficult to have lint 3. TODO for python projects - will have some progress by the deadline  Started doing this since June 7.
			Started doing this since June 7
Perform squashing of PRs when			https://github.com/behaviorally/kiwi/commits
merging.	High	Done	/test
Remove unnecessary branches that	3		Started doing this since June 7. Informed
are no longer in use.	High	Done	team as well.



Close PRs with comments when they are no longer needed.	High	Done	Started doing this since June 7. Closed a few and added label of on-hold for a few.
			Maintaining auto populated checklists for all
Maintain a PR checklist.	High	Done	the active projects since June 7



## High Priority Action Item Report

Date: 20/06/2023

Priority	No of Action Items	Action Item Completed
High Priority	11	11
Medium Priority	2	0

Action Item:	Priorit	Status	Comments
	У	1	
Move task statuses to "Done."	High	Done	
Close any projects that are no longer	i iigii	Bone	
active.	High	Done	
Mark all inactive projects as "Short	i i gi		
Closed."	High	Done	
Close all tasks within the "Short			
Closed" projects.	High	Done	
Review the weekly billings of team			
members.	High	Done	
			We have finished for below
			applications/projects
			Kiwi
			Filed Automation
			RespDB
			PowerBl Reports
			Image Library
Ensure API documentation,			
architecture diagrams, database			Below are the pending once which we are
documentation, and Postman collections are available for all	Mediu		targetting to finish by 10 July Merlin
applications.		In Progress	Behaviorally Automation
аррисацопа.		iii i iogicss	Started doing this since June 7
Maintain proper commit message and			https://github.com/behaviorally/merlin-
pull request (PR) conventions.	High	Done	api/pull/66
	3		Done
Protect the master branches of all			https://github.com/behaviorally/merlin-
repositories.	High	Done	portal/settings/branches
			1. Done for kiwi
			2. Rest of the PHP projects have old PHP
			versions so, its difficult to have lint
	Mediu		3. TODO for python projects - will have
Integrate linting for all repositories.	m	In Progress	some progress by the deadline
			Started doing this since June 7
Perform squashing of PRs when			https://github.com/behaviorally/kiwi/commit
merging.	High	Done	s/test



Remove unnecessary branches that are no longer in use.	High		Started doing this since June 7. Informed team as well.
Close PRs with comments when they			Started doing this since June 7. Closed a
are no longer needed.	High	Done	few and added label of on-hold for a few.
			Maintaining auto populated checklists for
Maintain a PR checklist.	High	Done	all the active projects since June 7



## Medium Priority Action Item Report

Date: 20/06/2023

Priority	No of Action Items	Action Item Completed
High Priority	11	11
Medium Priority	2	1

Action Item:	Priority	Status	Comments
NA	1.12.1.	_	
Move task statuses to "Done."	High	Done	
Close any projects that are no longer		D	
active.	High	Done	
Mark all inactive projects as "Short	l II l-	D	
Closed."	High	Done	
Close all tasks within the "Short	Lliab	Dono	
Closed" projects.	High	Done	
Review the weekly billings of team	Lliab	Dono	
members.	High	Done	NA Lange Cuitable of Care ballons
			We have finished for below
			applications/projects Kiwi
			Filed Automation
			RespDB
			PowerBI Reports
			Image Library
			inage Library
			Below are the pending once which we are
			targetting to finish by 10 July
			Merlin
			Behaviorally Automation
Ensure API documentation,			
architecture diagrams, database			Vishnu: 10th July is done did we finished
documentation, and Postman			these?
collections are available for all			Shubham: Yes all the documenations are
applications.	Medium	Done	done for the listed projects
11	2, 4 4		Started doing this since June 7
Maintain proper commit message			https://github.com/behaviorally/merlin-
and pull request (PR) conventions.	High	Done	api/pull/66
, , , , , , , , , , , , , , , , , , , ,	<u> </u>		Done
Protect the master branches of all			https://github.com/behaviorally/merlin-
repositories.	High	Done	portal/settings/branches



			1. Done for kiwi 2. Rest of the PHP projects have old PHP versions so, its difficult to have lint 3. TODO for python projects - will have some progress by the deadline.
		In	Vishnu: Please plan this and give a date
		Progre	Manohar: We will get the python project to CI
Integrate linting for all repositories.	Medium	SS	by middle of August. Can have review then.
			Started doing this since June 7
Perform squashing of PRs when merging.	High	_	https://github.com/behaviorally/kiwi/commits/test
Remove unnecessary branches that			Started doing this since June 7. Informed team
are no longer in use.	High	Done	as well.
Close PRs with comments when			Started doing this since June 7. Closed a few
they are no longer needed.	High	Done	and added label of on-hold for a few.
Maintain a PR checklist.	High		Maintaining auto populated checklists for all the active projects since June 7