

# TMMi Assessment Method Application Guidance Notes and Check List

Version 1.0

Produced by the TMMi Foundation

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# 1 Submitting Applications

## 1.1 Application Notes

1	In order to maintain transparency for the testing community using the TMMi model as the model to improve their test process, the TMMi Foundation has decided to publish the names organization and their assessment method(s) which are awarded an accreditation and no other details. Submission of TMMi Assessment Method Applications application will be taken as consent to publish your organization name and assessment method in TMMi Foundation's Register of Assessment Methods on the TMMi Foundation website (and other TMMi Foundation publications).
2	The TMMi Foundation reserves the right to withdraw an Assessment Method's accreditation at any time.
3	The TMMi Foundation reserves the right to audit any organization using accredited Assessment Method when they perform any Assessment.

## 1.2 Notes for Submitting Applications

1	Download and print the Application Form and the accompanying Application Form Guidance Notes and Check List
2	Read the Application Form Guidance Notes and Check List for help on how to apply and to ensure that the correct documents and supporting templates are submitted Note: Incorrect and incomplete applications will be rejected and will result in delays in achieving Accreditation for the Assessment Method submitted
3	Complete the TMMi Assessment Method Application Form
4	Review the application form using the Application Form Guidance Notes and Check List to ensure that the application form has been completed correctly and that the submission is complete
5	<p>Send the following to the TMMi Foundation:</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Purchase order OR Letter in lieu of purchase order (as per the current fee structure published on the TMMi Foundation website)</li> <li>• Assessment Method documentation and supporting documents</li> </ul> <p>Electronic copies can be forwarded to the Applications Administrator email address: <a href="mailto:tmmiadmin@tmmifoundation.org">tmmiadmin@tmmifoundation.org</a></p> <p>An electronic copy (on CD / DVD) and a printed copy of the application form and all required supporting documentation MUST be received by the Applications Administrator not later than 10 working days after the date of the application. These must be sent to: Administration Office TMMi Foundation 114 Granitefield Dun Laoghaire Co. Dublin, Eire</p>
6	Pay the invoiced fee (as per the current fee structure published on the TMMi Foundation website) Note: The application will not be processed until the invoice has been paid.

## 2 Application Form Guidance Notes

1	Describe the type of organization, e.g.: public, private, college, charity, non profit, etc
2	Describe main areas of activity, e.g.: banking, finance, utilities, IT services, etc
3	Enter summary for reason for submission, types of assessments / services currently conducted or offered and when these activities begun
4	Provide details of any external quality marks achieved, e.g.: ISO9000, IIP, EFQM, CMMI Level 5, etc
5	Main contact's detail are mandatory
6	Secondary contact's details are optional
7	Provide details of assessor staffing, including: <ul style="list-style-type: none"> <li>• Freelance or permanent members of staff</li> <li>• Provisions for cover, e.g.: sickness or holidays?</li> <li>• Provisions for keeping their knowledge levels / skills kept up to date</li> </ul>
8	Provide details of how assessors are trained when in the assessment processes initially and when the assessment process is revised or updated
9	Provide details of procedures for version control of assessment documentation and process; how assessments data are filed; and provisions for backups (on and off-site).
10	Provide details of procedures for obtaining feedback on assessments, how is feedback monitored and the procedures for taking remedial action, if required.
11	Provide details of procedures on how the assessments will be improved on the basis of feedback.
12	Provide details of any registered service marks and / or trademarks and the region(s) where registered
13	Provide the version(s) of the TMMi Reference Model covered
14	The invoice must be paid before the TMMi Foundation will start processing your application. If your organization does not issue purchase orders please provide a letter in lieu of a purchase order.
15	Provide a list of all artifacts supporting your application, e.g. assessment process handbooks, training materials, templates, check lists, etc
16	Complete the TAMAR compliance check list, detailing each reference in your submitted materials which implements the relevant part of TAMAR. Include references to all sections in the each of the submitted documents, templates etc which implement the each particular TAMAR requirement.

### 3 Application Check List

Application Submission		Yes/No
1.1	The Compliance Table referencing the relevant section(s) in each artifact , demonstrating compliance with TAMAR requirements (for both Formal and Informal assessments where applicable) has been completed	
1.2	All artifacts listed in Part 5 of the application form have been submitted	
1.3	All artifacts referenced in the materials have been submitted in support of the application as part of the assessment method pack	
Required Assessment Templates		Yes/No
The following templates have been included (as a minimum set):		
2.1	Assessment Plan (3.2)	
2.2	Assessment Schedule (3.2.5)	
2.3	Assessment Team Member Performance / Feedback Report (3.2.6.3.8)	
2.4	Assessment Outputs (3.2.8 / 3.5.1 / 3.5.2)	
2.5	Assessment Attribute Rating Template (3.4)	
TAMAR Compliant Assessment Processes and Templates		Yes/No
The Assessment Method, supporting templates and completed examples (where appropriate) specifically cover the following sections of TAMAR:		
3.1	An explicit requirement for an Accredited Lead Assessor for Formal Assessments and a minimum team size of 2 assessors (2.1.1.3.1 / 2.2.3.1 / 2.2.3.2 / 3.2.2.6 / 3.2.6.3 / 3.2.6.4)	
3.2	An explicit requirement for interviews and the review of supporting artifacts as objective evidence for Formal Assessments (2.1.1.3.1 / 2.2.3.5 )	
3.3	The capability to record evidence against the TMMi Reference model demonstrated in the Assessment Method and supporting templates (2.2.3.5 / 2.2.3.6 / 2.2.3.8) Note: Assessment methods / templates which are not compliant with TAMAR <u>and</u> the TMMi Reference model will be rejected.	
3.4	A documented mechanism for determining that sufficient data is collected (2.2.3.7)	
3.5	An explicit capability to record <u>all</u> inputs to the Assessment Plan demonstrated in the Assessment Method and the Assessment Plan template (3.2.2)	
3.6	An explicit requirement and the capability to document <u>all</u> the information required in TAMAR in the Assessment Schedule (3.2.5)	
3.7	A documented process for recording the performance of the assessment team, including the submission of these records to the TMMi Foundation (3.2.6.3.6 / 3.2.6.3.7 / 3.2.6.3.8)	
3.8	A documented process for reaching consensus and reviewing data (interviews, artifacts etc) which has been collected (3.2.6.4.3, 3.2.6.4.4)	
3.9	An explicit requirement and the capability to document <u>all</u> the information required in TAMAR in the Assessment Outputs (3.2.8 / 3.5.2)	
3.10	A documented process for recording the source of evidence collected and supporting templates which provide the capability to record such information for later verification (3.3.1.3)	
3.11	A documented process for verifying that all the evidence from interviews, artifacts etc are each consistent with all the other evidence gathered (3.4)	

3.12	An explicit definition for Assessment Ratings for each TMMi Level, Process Area, Goal (Generic & Specific), Practice (and Sub-practice if included) which is compliant with TAMAR and the TMMi Reference Model, as published (3.4)	
3.13	An explicit definition of the Assessment Rating scheme and documented rating criteria which is compliant with TAMAR (3.4.2, 3.4.3) Note: Assessment methods / templates which are not compliant with TAMAR <u>and</u> the TMMi Reference model will be rejected.	
3.14	A documented process for recording and the capability to document the Assessment Rating <u>and</u> the decision process demonstrated in the Assessment Method and supporting templates (3.4.1.3, 3.4.1.4, 3.4.2 , 3.4.3) Note: Assessment methods / templates which are not compliant with TAMAR <u>and</u> the TMMi Reference model will be rejected.	
3.15	A documented process for validation and normalization of assessment ratings and results in order to achieve consistency and repeatability of calculating Assessment Ratings (3.4.3)	
3.16	A documented process for formally documenting and submitting the Assessment Results to the Assessment Sponsor (3.5.1)	