

Customizing Your Configurations



Introduction

QVscribe performs a requirement analysis across 16 Problem Types based on the INCOSE guide and requirement best practices.

As a Configuration Author, you can now customize requirement analysis feedback based on the Problem Types you find most helpful, by toggling Problem Types on and off. This will provide you with greater control over the Problem Types that are most important to your team and most relevant to the requirements under review. This document outlines 4 ways you can utilize this feature to better customize QVscribe to fit within your company, department, and personal workflow.

Ensure Your Team Get The Most Relevant Requirement Analysis

You can now toggle on and off all Problem Types including Quality Warning Problem Types. We understand that even Quality Warnings that are not affecting the score of your requirements or the document can still create some confusion and prolong discussions when they are flagged, especially when these Problem Types or issues are irrelevant to the type of review you are completing. Having the ability to toggle on and off Problem Types that are irrelevant to you and your team ensures that you can tailor QVscribe to your specific industry, company or departmental reviews.

Example:

If Passive Voice is not an issue during a specific review meeting or process, you can simply turn it off.

Your team is updating one section of a legacy document that is mostly written in passive voice and has decided they will not be changing this section to active voice at this time. Although the Quality Warnings do not affect the score, flagging this as an issue may prolong the review process.

You can simply turn this Problem Type off and it will not be flagged for this analysis.

QVscribe for Word and Excel:

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You can confidently bring your QVscribe PDF Report knowing the only issues highlighted are relevant to your review meeting.

QVscribe for DOORS Next, Jama and Polarion:

🔷 av scribe			Active Configuration:		Onboarding (2) * 🔻		
_		Directives			>		
٩	CLOSE	No Imperatives		-	>		
	🔥 Problem Types	Negative Imperatives		-	>		
		Optional Escape Clauses		-	>		
?	Term Consistency	Vagues		-	>		
	🖶 Unit Consistency	Universal Quantifiers		-	>		
		Justification		-	>		
	③ Similarity	Optional Open Ended Claus	ses	-	>		
	E EARS Templates	Superfluous Infinitives		-	>		
		Cross Referencing Pronoun	s	-	>		
	Exclusion Prefixes	Immeasurable Qualifiers		-	>		
		Non-Specific Temporal Wor	rds	-	>		
		Multiple Imperatives		-	>		
		Passive Voice			>		
		Incomplete Sentence		-	>		

Unlock New Ways To Leverage QVscribe

You can look at documents through different lenses. This is beneficial for different user perspectives based on your role and/or area of expertise and different levels of Review/Checks.

Example:

Reviewing from the level of Completeness. The level in which your requirements are complete.

Steps Taken:

1. A configuration called COMPLETE is created in the QVscribe Configurations. All Problem Type categories are toggled off, except Missing/No Imperatives, Negative Imperatives, Incomplete Sentences, Optional Open-Ended Clauses and Passive Voice.

QVscribe for Word and Excel:

🔷 🛯 🔷 🔷 COMPLETENES... . blem Types Lint Consistent Missing Imperative Missing Directives Continuances < CLOSE Directives Escape Clauses Vague Phrases No Imperatives - > Universal Quantifie ohrase list is used fo Negative Imperatives Justification Open-Ended Claus Optional Escape Clauses Superfluous Infinitives Cross Referencing Pro Vagues Immeasurable Qualifier O Universal Quantifiers Non-specific Temporal Wor O Similarity Multiple Imperative Justification Passive Voice Optional Open Ended Clause Superfluous Infinitives n s Referencing Prono < easurable Qualifiers Add Edit Remove 0 Non-Specific Temporal Words • > OK Cancel

QVscribe for DOORS Next, Jama and Polarion:

2. Save your new configuration. This configuration was named COMPLETENESS.

3. The document is run using the COMPLETE configuration as a means to review from a lens of the completeness of the document. Completeness in this case means the state of having all the necessary content for a complete requirement.

Note: You can then do an analysis, separately, for each level you created.

Example Of Review Levels Configurations:

- **OVERALL:** All Problem Type categories are toggled on.
- **COMPLETE:** All Problem Type categories are toggled off except Missing/No Imperatives, Negative Imperatives, Incomplete Sentences, Optional Open-Ended Clauses and Passive Voice
- Temporal Word, Immeasurable Qualifiers and Passive Voice
- **VERIFIABLE:** All Problem Type categories are toggled off, except

• **UNAMBIGUOUS:** All Problem Type categories are toggled off, except **Optional Open-Ended Clauses, Superfluous Infinitives, Non-specific**

Vagues, Cross-Referencing Pronouns, and Universal Quantifiers

Focus Your Review Based On Your Project Stage

You can now adjust and change your QVscribe configurations based on the maturity of your projects. Customize the level of analysis to best fit your needs at any time. You may want a more lenient analysis when a project is at the very early stages, and a progressively more stringent analysis as the project moves towards the next stage of development (e.g. implementation design).

You can group your configurations based on the project stage.

Example Stages: Initiation, Planning, Implementation and Closure

Example:

Reviewing for the Project Stage: Planning

At this stage, it is important to ensure that your requirements can be checked to be accurate and testable.

Steps Taken:

1. A configuration called Planning Stage is created in the QVscribe Configurations. All Problem Type categories are toggled off, except Missing Imperatives/No Imperatives, Multiple Imperatives, Incomplete Sentences, Optional Open-Ended Clauses, Excessive Continuances and Immeasurable Qualifiers.

QVscribe for Word and Excel:

Excessive Continuances	Excessive Continuances	
Masing Directives Masing Injectives (Masing Injectives Escape Gauses (Japor Phrases) (June Contention) (Injectives) (June Contention) (Injectives) Non-specific Temporal Words Non-specific Temporal Words Non-specific Temporal Words (Injectives) (Injecti	Word and phrases that follow the requirement's imper requirement avoids excessive use of continuances ar Recommendation: Replace alternative terminology wi with multiple condition based requirements. Excessive Continuances phrase list is used only for Network terminology of the second sec	th a specific choice. If necessary replace a single requiren
	Add Edit Remove	<

2. A configuration named Planning Stage is created in the QVscribe Configurations.

You can use these Project Stage configurations as a gate. For the requirements to move to the next stage, they must pass this analysis.



QVscribe for DOORS Next, Jama and Polarion:

- 3. The document is analyzed using the Planning Stage configuration.

Quickly Analyze Any Type Of Document

You now have the ability to review documents to see what risks and ambiguity are present regardless of document format. Analyze paragraphs and pages of content without worrying about flags for imperatives or excessive continuances.

This feature makes it easy to review documents from co-workers, subordinates, customers, and vendors. This provides a quick way to ingest documents and see where there are possible areas of risk.

This can be used for documents that are not fully requirements documents or for a rapid way to analyze the whole document for a quick insight into possible problems before marking and organizing requirements. This can also be applicable for documents that you do not have the ability to change or edit in order to fit the format style for requirements best practices.

Example:

Find possible risks in a customer document quickly.

You received an RFP from a customer or vendor, and you would like to use QVscribe to check for any possible ambiguity, or risks.

However, the document is not written using requirements best practices and is written in paragraph format and/or without requirement identifier numbers so it is not clear where the requirements are in the document.

You create a configuration that will only look for the Problem Types that are important at this point in the RFP process.

You toggle off all Problem Types except **Optional Escape Clauses**, Vague Phrases, Universal Quantifiers, Justification, Optional **Open-Ended Clauses, Superfluous Infinitives, Cross Referencing**

QVscribe for Word and Excel:

oblem Types Unit Consistency Exclu	usion Prefixes Templates		av scribe		Active Configuration:		
Excessive Continuances	Z Escape Clauses						
Missing Directives Missing Imperatives	Words and phrases that loosen the requirement specification a		CLOSE	Continuances			~
Negative Imperatives	and increasing risk. A proper requirement does not use use o	ptional words or phrases.		0			,
Escape Clauses	Recommendation: Replace optional escape clauses with a veri intended.	iable statement and mark as required or optional as		Directives			>
Vague Phrases	intended.		Problem Types	No Imperatives			
 Universal Quantifiers 	Escape Clauses Phrase List			lo imperatives			
✓ Justification	Escape clauses phrase list is used only for the escape clause	s problem type. Examples:	? I Term Consistency	Negative Imperatives			>
Open-Ended Clauses	adequate adequately	acianuate					
 Superfluous Infinitives 	appropriate as appropriate	adequately	🛞 Unit Consistency	Optional Escape Clauses			>
Cross Referencing Pronouns	as big	appropriate .	in Onit Consistency	Vagues			~
Immeasurable Qualifiers	as little as possible as much as possible	as big		• Hugues			
Non-specific Temporal Words	as possible	as little as possible as much as possible	③ Similarity	Universal Quantifiers			>
Multiple Imperatives	as required as small	as much as possible as possible					
Passive Voice	as soon as possible	as required as small		Justification			>
Incomplete Sentences	if it should prove necessary	as small as soon as possible	E EARS Templates	0		-	
	if necessary if practicable	can		Optional Open Ended Clauses		-	>
Incomplete Sentences	may	if it should prove necessary if necessary	Exclusion Prefixes	Superfluous Infinitives			
	optionally	if practicable	Care Exclusion Prenties				
	so far as is possible	may optionally		Cross Referencing Pronouns			>
	to the extent necessary to the extent practical	should				-	
	Add Edit Remove	<		Immeasurable Qualifiers			>
				Non-Specific Temporal Words		-	>
				Multiple Imperatives			>
		OK Cancel		Passive Voice			

You can now search the document for issue words that may be areas

Pronouns, Immeasurable Qualifiers, and Non-specific Temporal Words.

QVscribe for DOORS Next, Jama and Polarion:

of risks or require further clarification from your customer or vendor.