#### **PROJECT QUALITY PLAN** Sample - for Evaluation Only

Create links to referenced documents (e.g., Link\_To\_...) by using Insert → Hyperlink on your toolbar.

Project Name:
Prepared by:
Date (MM/DD/YYYY):
1. <organization> Quality Policy</organization>
Provide a link to your organization's Quality Policy or insert text into the space below. Enter N/A if none is available.
Link_To_Quality_Policy
2. Project Quality Definition
Describe how the Customer defines Quality in this project.
List order of importance to the Customer: Schedule, Cost, Scope and Quality of deliverables.
<ul> <li>How will the Customer know "Quality" when they see it? How will you determine the Customer's definition of "fitness for use? Give examples.</li> </ul>

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At a high level, list the standards you must meet in this project.					
External (e.g. regulatory):					
Organizational (e.g. PMO):					
Technical (e.g. specific					
probaleous web disablaty).					
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ace le le lecejual el lace les ju					
List significant project deliverables in	cluding contract deliverables, for which appoints quality				
standards apply. (Add rows as neede	cluding contract deliverables, for which specific quality ed.)				
Deliverables	Specific applicable standards				
1.					
2.					
3.					
4.					
3. Deliverables and Acceptance	Criteria				
Define the acceptance criteria of project a	nd project management deliverables				
<ul> <li>List project phases and exit criteria for each (or provide a hyperlink to the <i>Phase Exit Plan</i> document)</li> </ul>					
List major project milestones and acc	eptance criteria for each.				
Milestone	Acceptance criteria				

3. Deliverables and Acceptance Criteria			
List all project management planning approve. (Add rows as needed.)	documents that require signed approval and indicate who must		
Project Management Document	Person who will sign approval		
1.			
2.			
3.			
Describe how project acceptance will	be accomplished		
Will the project have documented Acceptance Criteria? If not, explain.			
Who will write the Acceptance Criteria?			
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#### 4. Quality Control Activities

Define Quality Control (QC) activities for the project. Include at least the items listed below:

- At a high level, what are the primary QC activities that you intend to carry out?
- List the members of your project team who will perform QC work along with their level of expertise (e.g. novice, experienced, expert).

4. Quality Control Activities				
Name of Team Member (QC work)	Level of Expertise (Novice; Experienced; Expert)			
<ul> <li>If you lack qualified QC staff, explain how you w QC staff, explain who will perform QC activities</li> </ul>	vill recruit them for the project. If you cannot obtain . If needed, note this in the Risk Register.			
<ul> <li>Are the project team members who are building QC work? If No, note this in the Risk Register.</li> </ul>	project deliverables different from those who will do			
How much time (i.e. effort hours AND elapsed the project? If Yes, note the possible impact of	time) is allocated for QC work? Is this a constraint in this constraint this in the Risk Register.			
Dio Sporsor and Project Marager agree that the	e arrount of 0.0 work planned is sufficient to surport			
the idelical and/or strategic hipacies/sected at	iar heis nus in the max registal. Teasuress beide is en live project is confideled.)			
୍ ପ୍ରେମ୍ବର ହାର ଆରମ୍ଭ ବ୍ୟବସ୍ଥ । ଏହା ଅନ୍ତର ହାରସ୍ଥ କଥା ।	ନାତ ଆଦ୍ୱରଣ କରିଥିଲି (ଜଣ୍ଣା ଜଣ୍ଡାଣ୍ଡ ଆଧ୍ୟର ଜଣ ଶ୍ରିଣ କରିଥିଲି ।			
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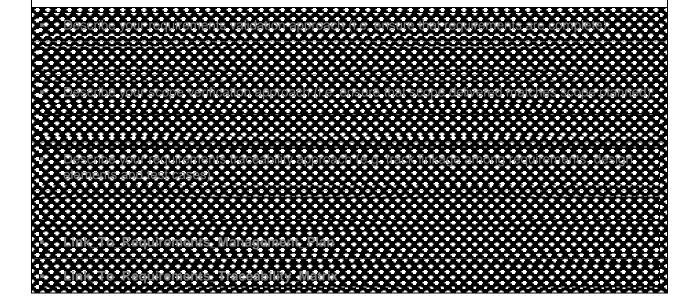
4.	Quality	Contro	<b>Activities</b>
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Describe your testing strategies below OR refer to your Test Plan document if this information is recorded there.

- Provide a high level description of your functional testing strategy (e.g. types of functional testing; involvement of Business Analyst).
- Provide a high level description of your technical testing strategy (e.g. levels of testing such as unit testing, system testing, load testing, etc.)
- Provide a link to your Test Plan document.
- Link\_To\_TestPlan

It is essential to have correct and complete requirements. Describe at a high level how you will accomplish each of the following OR refer to your Requirements Management Plan document if this information is recorded there.

Describe your requirements verification approach (i.e. ensure that requirements are correct):



4.	Qua	lity	Cont	rol <i>i</i>	Activ	ities
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Will the test team work from a Test Plan? Do they understand their responsibilities? If No, note this
in the Risk Register.

5. Quality Assurance Activities
Define Quality Assurance (QA) activities for the project. Include at least the items listed below:
What steps will you take to ensure that Quality is built into the product?
How will you ensure that an effective Requirements Process has been followed?
How will you ensure that adequate QC work is done? How do you define "adequate"?
What steps will you take to ensure that the project management plans (e.g. Risk Management Plan; Change Control Plan; Procurement Plan) are followed?
a. If audis are required, describe the audit placess at a high level, without the audis? Hour will anothing as the reported basic to the project managers of adverse implices are acquired and incl
necesser/to perform corrective actions?
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6. Project Quality Plan / Signatures						
Project Name:						
Project Manager:						
I have reviewed the inform	I have reviewed the information contained in this Project Quality Plan and agree:					
Name Role Signature D		Date				

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Quality Plan document.

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