

## PROJECT QUALITY PLAN

## Sample - for Evaluation Only

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

|                           |  |
|---------------------------|--|
| <b>Project Name:</b>      |  |
| <b>Prepared by:</b>       |  |
| <b>Date (MM/DD/YYYY):</b> |  |

### 1. <Organization> Quality Policy

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.
- How will the Customer know "Quality" when they see it? How will you determine the Customer's definition of "fitness for use? Give examples.

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| <ul style="list-style-type: none"> <li>At a high level, list the standards you must meet in this project.</li> </ul>  |                               |
|---|-------------------------------|
| <b>External</b> (e.g. regulatory):  |                               |
| <b>Organizational</b> (e.g. PMO):   |                               |
| <p><b>Technical</b> (e.g. specific protocols, web design)</p> <p><b>Customer specific</b> (e.g. freight, power, tolerances, flow requirements)</p> <p><b>Other:</b></p>                     |                               |
| <ul style="list-style-type: none"> <li>List significant project deliverables, including contract deliverables, for which specific quality standards apply. (Add rows as needed.)</li> </ul> |                               |
| Deliverables  | Specific applicable standards |
| 1.  |                               |
| 2.  |                               |
| 3.  |                               |
| 4.  |                               |

| <b>3. Deliverables and Acceptance Criteria</b>   |                     |
|--|---------------------|
| <i>Define the acceptance criteria of project and project management deliverables</i>   |                     |
| <ul style="list-style-type: none"> <li>List project phases and exit criteria for each (or provide a hyperlink to the <b>Phase Exit Plan</b> document)</li> </ul> |                     |
| <ul style="list-style-type: none"> <li>List major project milestones and acceptance criteria for each.</li> </ul>  |                     |
| Milestone  | Acceptance criteria |
|  |                     |
|  |                     |

| <b>3. Deliverables and Acceptance Criteria</b>   |                                      |
|--|--------------------------------------|
|  |                                      |
|  |                                      |
| <ul style="list-style-type: none"><li>List all project management planning documents that require signed approval and indicate who must approve. (Add rows as needed.)</li></ul> |                                      |
| <b>Project Management Document</b>   | <b>Person who will sign approval</b> |
| 1.   |                                      |
| 2.   |                                      |
| 3.   |                                      |
| <ul style="list-style-type: none"><li>Describe how project acceptance will be accomplished</li></ul>   |                                      |
| Will the project have documented Acceptance Criteria? If not, explain.   |                                      |
| Who will write the Acceptance Criteria?  |                                      |
| Who will coordinate testing?   |                                      |
| Who will develop the tests?  |                                      |
| Who will carry out the testing?  |                                      |
| Who will sign off on Acceptance?   |                                      |

| <b>4. Quality Control Activities</b>   |
|--|
| <i>Define Quality Control (QC) activities for the project. Include at least the items listed below:</i>  |
| <ul style="list-style-type: none"><li>At a high level, what are the primary QC activities that you intend to carry out?</li></ul>  |
|  |
| <ul style="list-style-type: none"><li>List the members of your project team who will perform QC work along with their level of expertise (e.g. novice, experienced, expert).</li></ul> |

#### 4. Quality Control Activities

| Name of Team Member (QC work) | Level of Expertise (Novice; Experienced; Expert) |
|-------------------------------|--|
|                               |  |
|                               |  |
|                               |  |

▪ If you lack qualified QC staff, explain how you will recruit them for the project. If you cannot obtain QC staff, explain who will perform QC activities. If needed, note this in the Risk Register.

▪ Are the project team members who are building project deliverables different from those who will do QC work? If No, note this in the Risk Register.

▪ How much time (i.e. effort hours AND elapsed time) is allocated for QC work? Is this a constraint in the project? If Yes, note the possible impact of this constraint this in the Risk Register.

Do Sponsor and Project Manager agree that the amount of QC work planned is sufficient to support the realization of intended Business Value? If no, note this in the Risk Register. (Business Value is the value and/or strategic impact expected after the project is completed)

Describe the steps you will take to ensure that the amount of QC work actually done is sufficient to support realization of intended Business Value.

List the primary QC tools you will use during the project (e.g. Mercury Quality Center, automated test tool, performance test tool). If you do not have access to the tools you need, how will you compensate? If needed, note this in the Risk Register.

## 4. Quality Control Activities

*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):

*Describe your requirements validation approach (i.e. ensure that requirements are complete)*

*Describe your scope verification approach (i.e. ensure that scope delivered matches scope planned)*

*Describe your requirements traceability approach (e.g. track linkage among requirements, test plan elements and test cases)*

*Link To Requirements Management Plan*

*Link To Requirements Traceability Matrix*

#### 4. Quality Control Activities

- 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?

*If audits are required, describe the audit process at a high level. Who will conduct the audits? How will audit findings be reported back to the project manager? If adverse findings are reported, will it be necessary to perform corrective actions?*

*How will you report and resolve variances with acceptance criteria?*

*What steps will you take to ensure that the vendor is supplying deliverables of adequate quality?*

Put your  
logo here

**Put your  
organization  
name here**

| 6. Project Quality Plan / Signatures   |      |           |      |
|--|------|-----------|------|
| Project Name:  |      |           |      |
| Project Manager:   |      |           |      |
| <i>I have reviewed the information contained in this Project Quality Plan and agree:</i> |      |           |      |
| Name   | Role | Signature | 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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