

## Quality Plan

**Project Name:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **A Project Scope**

*Describe the project, either by inserting the Project Scope Statement or by providing a summary description of the overall project, its objectives, its customer, and its customer's business needs.*

### **B Deliverable Description**

*Describe project deliverables, including contract deliverables and milestone checklist.*

### **C Acceptance Criteria**

*Describe acceptance criteria for deliverables as they will be used in product acceptance testing. List relevant quality standards.*

### **D Quality Assurance Activities**

*Define Quality Assurance activities for the project including test and acceptance processes, documentation and operational support transition, milestone checklist, requirement verification processes, schedule and communication activities, and continuous improvement processes.*

### **E Project Monitoring and Control**

*Define in-process control plans which address quality assurance activity areas, how control information will be collected, how information will be used to control processes and deliverables, what and when audits and reviews are required, and how variance to acceptable criteria will be reported and resolved.*

## **F Project Team Quality Responsibilities**

*Describe quality-related responsibilities of the project team including specific tasks such as acceptance test, audit, review and checklist responsibility assignments.*