

Put your
logo here

Put your
organization
name here

PROJECT QUALITY PLAN

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

Provide a link to the <ORGANIZATION> Quality Policy (or insert text into the space below).

[Link_To_Quality_Policy](#)

2. Project Quality Definition

Describe how the Customer defines Quality in this project. Which is more important: Schedule, Cost, Scope or Quality of deliverables? How will the Customer know "Quality" when they see it?

3. Deliverables and Acceptance Criteria

List significant project deliverables, including contract deliverables and milestone checklist. For each deliverable, describe the acceptance criteria that will be used in product acceptance testing. List relevant quality standards where applicable. (Add rows as needed.)

Deliverables	Acceptance Criteria / Applicable Standards
1.	
2.	
3.	

4. 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 adequate testing is done? How do you define “adequate”?
- Will the test team work from a Test Plan? Do they understand their responsibilities?
- How will you ensure that Requirements are correct, complete and accurately reflect the needs of the Customer?
- How will you verify that Specifications are an accurate representation of the Requirements?
- Describe how *Requirement – Specification – Test Plan* traceability is managed (or provide [Link_To_Requirements_Traceability_Matrix](#)):
- What steps will you take to ensure that the project plan (e.g. Risk Management Plan, Change Management Plan, Procurement Plan) is followed?
- What steps will you take to ensure that the Vendor is supplying deliverables of adequate quality?

5. Project Monitoring and Control

Define the following:

- What audits and reviews are required and when they will be held?
- How will you report and resolve variances from acceptance criteria?
- What will you measure to determine if the project is out of Scope?
- What will you measure to determine if the project is within budget?
- What will you measure to determine if the project is within schedule?

Put your
logo here

Put your
organization
name here

6. Project Quality Plan / Signatures

Project Name:

Project Manager:

I have reviewed the information contained in this Project Quality Plan and agree:

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.