<Project Name>

<Project Reference>

QUALITY MANAGEMENT PLAN

Version <1.0>

<dd/mm/yyyy>

Document Control

Document Information

	Information
Document Id	*[Document Management System #]*
Document Owner	*[Owner Name]*
Issue Date	*[Date]*
Last Saved Date	*[Date]*
File Name	*[Name]*

Document History

Version	**Issue Date**	**Changes**
[1.0]	*[Date]*	*[Section, Page(s) and Text Revised]*

Document Approvals

Role	**Name**	**Signature**	**Date**
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager *(if applicable)*			
Procurement Manager (if applicable)			

Communications Manager (if applicable)			
Project Office Manager (if applicable)			

Template Guide

How to use this template

This is a guide to the common sections included in a Procurement management plan. Sections may be added, removed, or amended to suit your project. Example tables have been added (where relevant) these are just a suggestion; you may decide to format these sections differently.

Text in Blue italics is designed to assist you in completing the template. Delete this text before sharing the final document.

QUALITY STANDARDS

<Document any industry or product quality standards that apply to your project. For example, International Organisation Standardisation (ISO), World Wide Web Consortium (W3C) and Institute of Electrical and Electronics Engineers (IEEE)>.

QUALITY OBJECTIVES

<Note down the quality targets for the overall project. Be as specific as you can be and include how you will measure if the metric has been met. You can use a separate Quality Metrics table to enter the detailed metrics for each deliverable>.

Metric or Specification	Measure
Delivery to scope.	*Comparison of the delivered scope against the Statement of Work. Measured during UAT and customer project acceptance certificate.*
Delivery on time	*Baseline schedule +/- change orders versus actual dates.*
Delivery on budget	*Actual costs +/- change orders versus budget.*
Adherence to ACME project methodology	*PMO audit comparison of method versus project management deliverables.*

QUALITY ROLES AND RESPONSIBILITIES

<Note down the roles and responsibilities that are needed to manage quality on the project>.

Roles	Responsibilities
Quality Manager	*Oversight of quality control on the project. This role will be fulfilled by the PMO Manager.*
Project Manager	*Scheduling and management of quality control activities.*
Developers	*Comply with quality standards and participate in quality control activities.*

DELIVERABLEs AND PROCESSES SUBJECT TO QUALITY REVIEW

<List the project deliverables and processes that will be quality reviewed. For example,>

Deliverable or process that will reviewed	Details of quality review
Risk Management	*Part of the PMO project audit process*
Testing including UAT	*Part of the PMO project audit process*
Software access and permissions	*HTTS to transmit and receive data.* *TLS 1.2 encrypt.* *API require OAuth 2.0*
Website accessibility	*Meet WCAG 2.0.*

QUALITY CONTROL APPROACH

<Describe when and how quality will be checked. For example,>

Quality control process	Milestones	Owner	Documentation
PMO project audit process	*Startup phase audit (June 2021)* *Test readiness (Aug 2021)*	*PMO manager*	*/pmo/quality/ project-audit-process.pdf*

	Post project review (Sept 2021)		
WACG 2.0 audit	*Audit (Aug 2021)* *Complete recommendations (Sept 2021)*	*Accessibility test team ACME Co.*	*https://www.w3.org/ TR/WCAG20/*